

**MINUTES OF THE ANNUAL MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

DECEMBER 5, 2007

The Records Commission met on this date, Wednesday, December 5, 2007, 9:00 a.m., at the Administrative Offices of the Board of Park Commissioners of the Cleveland Metropolitan Park District, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairman Thomas R. Coles, Legal Representative Patricia Barz, Fiscal Representative David J. Kuntz, Members Richard F. Miller and Carl Casavecchia, Jr., and Legal Specialist Deborah R. Hairston also were in attendance.

1. Records Retention Project Overview

- Legal Background – Draft Records Retention Policy was reviewed with attention to statutory requirements. Chairman Coles indicated that edits will continue to be made with input from staff and review by legal counsel.
- Inventory History – History of Park District efforts was reviewed and discussed.
- Role of Ohio Historical Society (OHS) – Process proposed by OHS was described, forms provided by OHS were distributed.

2. Current Status

- Records Retention Policy – Draft Policy was passed out to members and changes and comments were solicited.
- Draft RC-2 Schedule of Records Retention and Disposition was distributed.
- Inventory and Destruction Process (imminent and annual) – Members discussed Ohio Historical Society RC-3 form and preliminarily considered timeline for process.

3. Compliance with General Public Law

- Notice was provided.
- Minutes will be prepared for approval.

DATE OF NEXT MEETING.

The next Meeting of the Records Commission of the Cleveland Metropolitan Park District will be scheduled within one year.

ADJOURNMENT.

There being no further matters to come before the Commission, Chairman Coles adjourned the meeting.


Chairman.