

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

**JANUARY 7, 2009**

The Records Commission met on this date, Wednesday, January 7, 2009, 2:00 p.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 Chairperson Thomas R. Coles, Legal Representative Patricia Barz, Fiscal Representative David J. Kuntz, Secretary Christina M. Anderson and Member Carl Casavecchia to be present. It was determined that there was a quorum. Member Richard F. Miller was absent.

**APPROVAL OF MINUTES.**

It was moved by Legal Representative Patricia Barz, seconded by Member David J. Kuntz, and carried, to approve the minutes from the Annual Meeting of December 3, 2008.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Barz, Casavecchia and Anderson.

Nays: None

**CHAIRMAN'S REPORT.**

**INFORMATION/BRIEFING ITEMS.**

***1) Records Retention Policy***

Chairperson Coles reported that the draft Records Retention Policy has been edited to include language specific to managing records sent and received via electronic mail. Barz indicated that the Policy also includes grammatical and nominal edits.

Kuntz suggested that the Records Commission wait for Ohio Historical Society (OHS) approval before presenting the Policy and Schedule of Records Retention and Disposition (Form RC-2) to the records liaisons for training purposes. Anderson suggested that the Records Commission create a PowerPoint Presentation for use at that time and for posting on the intranet.

Barz stressed the importance of Certificate of Records Disposition (Form RC-3) completion being driven by the records liaisons within each department and not by the Records Commission. The Records Commission will discuss more specifics on actual disposal of records at the next meeting.

Chairperson Coles informed members that the completed Records Retention Schedule (Form RC-2) would be submitted to OHS following approval by the Records Commission.

**2) *Schedule of Records Retention and Disposal (RC-2)***

Chairperson Coles reported that the RC-2 Schedule reflects only minor edits to the Rangers and Zoo RC-2 Schedules previously distributed for the December 3, 2008 Records Commission meeting.

**3) *Historical Item Inventory Discussion***

Barz and Kuntz will seek approval for the hiring of a summer intern with a background in archiving to help the Records Commission explore options for obtaining a more specific and detailed inventory of historic items along with options for proper storage of said items. Casavecchia suggested that the Records Commission be mindful of the upcoming 100-Year Anniversary of the Cleveland Metroparks while pursuing this endeavor.

**ACTION ITEMS.**

**1. Approval of Records Retention Policy**

It was moved by Legal Representative Patricia Barz, seconded by Fiscal Representative David J. Kuntz, and carried, to approve the draft Records Retention Policy dated January 6, 2009 #2, subject to subsequent individual review and indication of approval via email to Thomas R. Coles, Chairperson, of grammatical and nominal edits that may be suggested and circulated to Records Commission members, which Policy thereafter shall be identified as being effective as of January 7, 2009.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Barz, Casavecchia and Anderson.  
Nays: None

**2. Approval of Schedule of Records Retention and Disposition (Form RC-2)**

It was moved by Secretary Christina Anderson, seconded by Member Carl Casavecchia, and carried, that the Commission approve the draft Schedule of Records Retention

and Disposition (Form RC-2) dated January 5, 2009, which Schedule hereafter shall be identified as being effective as of January 7, 2009, for submission to, and approval by, Ohio Historical Society and Ohio Auditor of State.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Barz, Casavecchia and Anderson.

Nays: None

**DATE OF NEXT MEETING.**

The Records Commission will meet next on Tuesday, April 21, 2009 at 10:00 a.m.

**ADJOURNMENT.**

The meeting was adjourned at 3:15 p.m.

  
Chairperson