

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

December 23, 2013

The Records Commission met on this date, Monday, December 23, 2013, 11:00 a.m. at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson Thomas R. Coles, Legal Representative Rosalina Fini, Fiscal Representative David J. Kuntz, Secretary Christina M. Anderson and Member Cindy Price to be present. It was determined that there was a quorum.

Not present: Judy MacKeigan (replacing Carl Casavecchia)

APPROVAL OF MINUTES.

It was moved by Rose Fini, seconded by David Kuntz, and carried, to approve the minutes from the meeting of April 17, 2012.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Anderson, Price

Nays: None

Abstain:

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

1. Bring Your Own Device Policy

Rose Fini reported that increased use of personal devices has raised the issue of control over public records created on these devices. A work group was formed to study this issue and has drafted the "Personally Owned Device Policy" to address use of personal devices to perform work. A few issues are still being finalized with regard to software management and the policy is expected to rollout on 2/1/2014. The Records Retention Policy is to be updated to include records created on personal devices.

2. *Historical Records Task Force Update*

Judy MacKeigan was not in attendance so this item was tabled until the next meeting.

Christina Anderson stated that since previously seasonal employee Judy is now Cleveland Metroparks Historian (part-time) it was fitting that she becomes a member of this Commission. Effective immediately Judy Mackeigan replaces Carl Casavecchia.

Rose Fini stated that the commission is looking forward to Judy's update at the next meeting, particularly to the status of maintaining and accessing electronic historical records. Dave Kuntz suggested that Judy consult with John Daters, Web Services coordinator on this project.

3. *Discussion of RC-2 Records Schedule, policy and procedure and plans for 2014*

Secretary Christina Anderson reported that the RC-2 Records Retention Schedule was approved by the Commission at the open meeting on 4/17/2012 pending a few minor edits as indicated in the minutes. The edits were completed and the RC-2 was submitted for approval to the Ohio Historical Society who approved the RC-2 on April 23, 2012. The schedule was posted on the Intranet to enable employee access.

On April 30, 2012, Connie Conner, Government Records Archivist with the Ohio Historical Society contacted Christina Anderson and commended Cleveland Metroparks' detailed and thorough work on the Records Schedule. Conner asked for permission to share the schedule as an example for other public entities.

Secretary Christina Anderson worked with John Daters, Web Services Coordinator to add a Cleveland Metroparks Records Commission page to the Cleveland Metroparks web site. The page was made available on December 16, 2013 and currently posted are the Records Schedule, Public Records Request Policy, and CMRC meeting notices and minutes.

Discussion ensued regarding the update of the RC-2 Records Schedule. Due to a number of requested edits and organizational changes the Schedule is in need of updates. Secretary Anderson would like to change the format from a Word Document to Excel or Access for easier maintenance. Kuntz suggested that Anderson consult with Tanetta Jordan on formatting of the document that will maximize user friendliness and Intranet accessibility. Kuntz also noted that names of division must be updated.

Anderson suggested that a once a year destruction date is at times inconvenient for employees and Certificates of Records Disposal could be submitted by October 31 of each year and at any time throughout the year on an as needed basis. Concern was expressed that all liaisons district wide may not be compliant with the program.

As the policy is updated an issue to be looked at is the managing of email records, retention of email on the Cloud and retention periods of email for former employees.

A timeline for updating the program was laid out as follows:

-January- update liaisons listing to reflect personnel changes and organizational restructuring. Where a liaison is not in place the Department Chief will be contacted to assign one.

-January/February-update RC-2 Records Schedule, provide draft for review and feedback by liaisons, work on updating policy

-March 6, 2014-RC-2 Records Schedule and updated policy submitted to CMRC for approval

ACTION ITEM.

None.

NEXT MEETING: The next meeting of the Cleveland Metroparks Records Commission will take place on March 6, 2014 at 11:00 a.m. at a location to be decided.

ADJOURNMENT.

The meeting was adjourned at 11:50 a.m.



Chairperson