

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

NOVEMBER 24, 2009

The Records Commission met on this date, Tuesday, November 24, 2009, 1:00 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 Members Carl Casavecchia and Richard F. Miller to be present. It was determined that there was a quorum.

APPROVAL OF MINUTES.

It was moved by Patricia Barz, seconded by Carl Casavecchia, and carried, to approve the minutes from the Annual Meeting of January 7, 2009.

Vote on the motion was as follows:

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

Nays: None

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

1. *Records Retention Policy*

Anderson reported that, as required by resolution of the Commission on January 7, 2009, the Records Retention Policy (Policy) was distributed to Commissioners via email on April 20, 2009. All members approved the final version of the Policy via email response in accordance with said resolution. Barz asked if the Commission suggested any updates to the Policy, and, at Coles' suggestion, Commissioners agreed that the bottom of page 6 should be revised to provide "which *postcard* will be returned to the Records Commission." At the direction of the chairperson, Anderson also agreed to reflect on the face of the Policy, as amended from time to time, an effective date of January 7, 2009 and revision dates, as applicable.

2. *Roll Out*

Anderson reported that she conducted four liaison training sessions throughout April and May 2009. Liaison training consisted of reviewing the Policy and forms, flow of work, liaison responsibilities, and the proposed timeline for completion of RC-3 Certificates of Records Disposal (Form RC-3). At each training session, specific examples were discussed and time was provided for questions.

In addition to the liaisons training, Anderson also discussed records materials at the Park Operations Combined Managers meeting on May 12, 2009. Coles presented a brief overview at the May, 2009 ENN meeting. Barz and Kuntz provided continuous updates at Directors' Meetings.

Cassavecchia inquired as to what process is in place for changing liaisons. It was determined that every June the secretary will circulate to Commissioners a memorandum with a then current liaisons list for review, comment, and revisions, as appropriate.

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

Anderson reported that the draft Schedule of Records Retention and Disposition (Form RC-2) approved by the Commission on January 7, 2009 was forwarded to the Ohio Historical Society (OHS) and approved on January 22, 2009 (Approved RC-2). OHS forwarded the Approved RC-2 to the Auditor of State, and the Auditor of State approved same on February 17, 2009.

Anderson worked with Cleveland Metroparks Information Systems department to add to the Intranet a section entitled "Records Retention and Disposition." This section includes the Policy, Approved RC-2, and liaisons list and will be maintained with forms and instructions in order for all employees to have access to the information.

Consideration of currently proposed revisions was deferred until meeting on March 1, 2010.

4. *Certificates of Records Disposal (Form RC-3)*

All Certificates of Records Disposal (Form RC-3) that have been received from liaisons by the Commission will be submitted to Ohio Historical Society with a postcard to be date-stamped and returned. Fifteen days or more after the date-stamp on the postcard, Anderson will advise liaisons to proceed with records destruction. Coordination and combining of shredding activities will be explored by each Commissioner.

Commissioners discussed responses from departments that did not submit a form RC-3. Coles noted Cleveland Metroparks is legally required to comply with the Approved RC-2. Barz added that if documents were to be shredded without appropriate approval of the Form RC-3, the exposure to Cleveland Metroparks could be a substantial monetary assessment calculated on the number of pages of records that cannot be produced in the event of a public records request. Barz, Coles, and Kuntz will discuss with Executive Director Vern Hartenburg the importance of compliance by every department.

5. *Timeline*

A revised timeline was proposed and discussed, as follows:

- June – Commission circulates the then current liaisons list and Approved RC-2 for review, comment, and revisions, as appropriate.
- November 1- Commission receives all RC-1 One-Time Disposal of Obsolete Records, RC-3 Certificates of Records Disposal and Records Revision Forms from the primary liaisons.
- November - Commission holds annual open meeting to approve RC-1 One-Time Disposal of Obsolete Records, RC-3 Certificates of Records Disposal and revised Approved RC-2.
- Mid-December-Commission directs liaisons to proceed with records destruction.

Commissioners concurred that additional time is required to review requested and prospective edits to the Approved RC-2 and address questions appropriately. Kuntz proposed that the Commission add a meeting in February or March of each year to approve revisions to the previous Approved RC-2.

6. *Public Records Requests*

Barz provided an update on public records requests received by Cleveland Metroparks during the last year. There recently have been a number of prevailing wage requests that the Law Director's office has handled. Among the types of other requests received are requests related to records of employee salaries, fuel consumption, concession and affiliate agreements and records retention schedules. Miller and Barz discussed a recent public records request made to the Ranger Department which was uncovered as a scam and of which the Board of Park Commissioners was advised.

8. *Historical Records*

A memorandum prepared by legal intern Brandt DiChiera (attached) that examined current historical records inventories and possible repositories was distributed to Commissioners. Barz reported that DiChiera met with representatives from several repositories, as reflected in the memorandum. He determined that the Bedford Historical Society highly values the records under their care but, with limited resources, cannot function ideally as a repository for Cleveland Metroparks historical records.

Discussion ensued related to potential repositories and issues yet to be explored, including Cleveland Metroparks retainage of rights to items deposited and determination of the role of OHS in prescribing Cleveland Metroparks latitude with respect to prospective use of historical records. Coles posed the question as to who determines what historical records can be kept and which must be deposited.

Commissioners observed specifically that historical items appear on the Approved RC-2 and disposal of such records requires the preparation and approval of a Form RC-3. The Commission needs to investigate whether OHS will have the right to take ownership of

these items and contract with the repository directly without regard to Cleveland Metroparks rights.

Barz stated that she would talk to Bill Binggeli, Director of Park Operations, regarding the appointment of one or more interns to work on historical items. Anderson suggested a task force comprised of employees who are either interested or knowledgeable in this area. Barz proposed that she, Coles, and Anderson head the task force and requested that other Commissioners think about appropriate employees to join the task force.

ACTION ITEMS.

1. *Records Retention Policy.*

It was moved by Kuntz, seconded by Miller, and carried, to approve, as hereinabove described, the Records Retention Policy identified as being effective as of January 7, 2009, as revised November 24, 2009.

Vote on the motion was as follows:

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

Nays: None

2. *Approval of RC-3 Certificates of Records Disposal*

It was moved by Kuntz, seconded by Casavecchia, and carried, to approve, as hereinabove described, the Certificates of Records Disposal (Form RC-3) for submission to the Ohio Historical Society.

Vote on the motion was as follows:

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

Nays: None

DATE OF NEXT MEETING.

Cleveland Metroparks Records Commission will meet next on March 2, 2010 at 1:00 pm at Garfield Park Nature Center.

ADJOURNMENT.

The meeting was adjourned at 3:00 p.m.



Chairman