

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

November 9, 2010

The Records Commission met on this date, Tuesday, November 9, 2010, 10:00 a.m. at Garfield Park Nature Center, 11350 Broadway Avenue, Garfield Heights, Ohio.

The roll call showed Chairperson Thomas R. Coles, Interim Legal Representative Colin Petry, Fiscal Representative David J. Kuntz, Secretary Christina M. Anderson and Member Richard F. Miller to be present. It was determined that there was a quorum. Member Carl Casavecchia was absent.

APPROVAL OF MINUTES.

It was moved by David Kuntz, seconded by Richard Miller, and carried, to approve the minutes from the meeting of April 19, 2010.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Petry, Miller and Anderson.
Nays: None

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

- 1) ***Historical Records Task Force Update***
 - a.) Judith MacKeigan was hired by Cleveland Metroparks on August 23, 2010 as a Seasonal Archivist/Historian. Ms. MacKeigan reported on the status of the work that is being performed. A database has been created to use as a tool for inventorying historical records throughout the Park District. Ms. MacKeigan has and will continue to travel to all locations within the Park District to identify historical records. A basic inventory is being created with the intention of eventually determining appropriate means of storage, including the possibility of turning records over to a repository for proper storage. Ms. MacKeigan explained that when determining whether an item is a

historic record she is erring on the side of caution. The basic test is to include is any item that tells the story of the Park District or the area that the Park District is in. There are currently approximately 791 entries onto the database and it is estimated that the inventory process is nearly half completed. It was noted that one entry into the database may be a single document or an entire box of items.

Some of the items of interest that have been found thus far:

- Boxes of records of Harold T. Clarke documenting a period of time during the 1940's when the Cleveland Museum of Natural History ran the Zoo were found in an attic area in a building in the Northern Trek.
- Cleveland Natural Science Club records were located at Look About Lodge.
- Records from a 1922 expedition to Palisades, New York to research ideas for Cleveland Metroparks that included William Stinchcomb.
- Historic badges in the Ranger Department.
- Also located at Ranger Headquarters and at various locations were Cleveland Metroparks annual reports from 1919- 1990.

Ms. MacKeigan explained that she can only inventory items that she knows about. Coles suggested that she speak with long time and possibly retired employees as to their knowledge of the whereabouts of any historic items.

Ms. MacKeigan stated that the employees she has encountered during this process have been very welcoming and gracious and understand the value of this project.

David Kuntz noted that historical records have been neglected and acknowledged that good progress is being made in this area.

Chairperson Coles suggested that Ms. MacKeigan begin to prepare a presentation for early 2011 highlighting items of interest that she has uncovered to share as an information item at a meeting of the Board of Park Commissioners.

2.) *Liaisons Update*

Anderson reported that as agreed by the Records Commission in the November 2009 annual meeting, an email was circulated in June, 2010 to all Liaisons asking for any changes to the Liaisons assigned to each location. There were a number of updates due to personnel changes. It was also determined that Ethel Lamar, the primary liaison for Golf Turf Administration will also serve as the primary liaison for Golf Clubhouse Services.

David Kuntz proposed some minor edits to the Public Records Request Policy. Coles stated that this matter will be addressed at the next meeting along with minor edits to the Records Retention Policy.

ACTION ITEMS.

Background

As anticipated under the Records Retention Policy, the Commission collected Applications for One-Time Disposal of Obsolete Records (RC-1) and Certificates of Records Disposal (RC-3) for approval at the Annual Meeting on November 9, 2010.

RECOMMENDED ACTION:

That the Commission approve the attached Application for One-Time Disposal of Obsolete Records (RC-1) and Certificates of Records Disposal (RC-3) as revised for submission to the Ohio Historical Society.

It was moved by David Kuntz, seconded by Christina Anderson, and carried, to approve the Application for One-Time Disposal of Obsolete Records (RC-1) and Certificates of Records Disposal (RC-3) as revised for submission to the Ohio Historical Society.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Petry, Miller and Anderson.

Nays: None

DATE OF NEXT MEETING.

The Commission will meet next in November, 2011 at a date and location to be decided.

ADJOURNMENT.

The meeting was adjourned at 11 a.m.


Chairperson.