

**MINUTES OF THE MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
December 20, 2017**

The Records Commission met on this date, Friday, December 20, 2017, 10:30 a.m. at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson, Gregory Headley, Legal Representative Rosalina Fini, Fiscal Representative William Chorba, III, Information Services Representative Anthony Joy, Secretary LeeAnne Pressick and Members Meghan Thrasher and Judy MacKeigan. It was determined that there was a quorum.

APPROVAL OF MINUTES.

It was moved by Meghan Thrasher, seconded by Judy MacKeigan, and carried, to approve the minutes from the meeting of December 9, 2016.

Vote on the motion was as follows:

Ayes: Headley, Fini, Joy, and Pressick
Nays:
Abstain: Chorba

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

1. Discussion of Revisions to Records Retention Schedule (RC-2)

ACTION ITEM.

1. Proposed changes to Records Retention Schedule (RC-2)

Background

Records Revisions were submitted by Rangers, Finance, Zoo and Golf requesting to add/edit to the current RC-2 schedule.

RECOMMENDED ACTION:

That the Commission should wait and review the changes requested due to organizational changes with adding a new division Development/Grants to the schedule and other additional changes, that the Commission approve waiting to submit the

revisions on the RC-2 Schedule until the new year for submission to, and approval by, Ohio History Connection and Ohio Auditor of State

It was moved by Rose Fini, seconded and carried, to approve the records revisions requests and approve submitting revisions on an undated RC-2 Schedule

Vote on the motion was as follows:

Ayes: Headley, Fini, Chorba, Joy, Thrasher, MacKeigan and Pressick

Nays: None

Abstain:

ACTION ITEM.

2. Internal Records Disposal Forms (IRDF)

Background

Secretary Pressick reported that Internal Records Disposal Forms were submitted for the proper and timely destruction of records.

RECOMMENDED ACTION:

No recommended action

ACTION ITEM.

3. Records Retention Policy Review

RECOMMENDED ACTION:

That Greg Headley will review the Records Retention Policy, Section IV "Special Topics for Records Retention" as it relates to Photographs.

NEXT MEETING: The next meeting of the Cleveland Metroparks Records Commission will take place on January, 2018. Date, time and location to be determined.

ADJOURNMENT.

The meeting was adjourned at 11:30 a.m.


Chairperson