

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

October 9, 2015

The Records Commission met on this date, Friday, October 9, 2015, 1:30 p.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, Information Services Representative Anthony Joy, Secretary LeeAnne Pressick and Members Judy MacKeigan. It was determined that there was a quorum. Member Meghan Thrasher was absent

Guests: Ken Schabitzer

APPROVAL OF MINUTES.

It was moved by Rose Fini, seconded by David Kuntz, and carried, to approve the minutes from the meeting of March 2, 2015.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Joy, MacKeigan and Pressick
Nays: None
Abstain:

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

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

LeeAnne Pressick reported that she worked with Department Liaisons to update the RC-2 Schedule of Records Retention and Disposition. Due to organization changes, records previously listed on the Planning, Design and Natural Resources schedule that pertain to Natural Resources will move to Park Operations, records previously listed on the Finance schedule that pertain to Information Systems are now listed in a dedicated Information Systems schedule.

Discussion: Secretary Pressick reviewed the edits discussed by the Records Commission to the RC-2 Schedule as follows:

1. Schedule Number 12038, add wording "Request for Qualifications Files or related procurement documents".
2. Schedule Number 16033/34, change item name to "Firearms Qualification Records".
3. Schedule Number 16097, retention period change to "Personnel File".
4. Schedule Number 14014/15/16/17, remove words "bid/RFP specification's manual".
5. Schedule Number 13025/26 and 17056/57/58/59, remove "Project Files".
6. Schedule Number 13015/16/17, 16036/37 and 17027/28/29, remove "Historic Items".
7. Other edits included addition of media types to include records that are now stored electronically,

ACTION ITEM.

1. Approval of the revised RC-2 Records Retention Schedule

Background

As anticipated per discussion at the CMRC Meeting on March 2, 2015, a new RC-2 Records Schedule has been prepared in accordance with the revised Ohio History Connection procedures under H.B. 153.

RECOMMENDED ACTION:

That the Commission approve the amendments to the Schedule of Records Retention and Disposition (Form RC-2) for submission to, and approval by, Ohio History Connection and Ohio Auditor of State with the edits outlined in the minutes

It was moved by Rose Fini, seconded by Judith MacKeigan, and carried, to approve the amendments to the Schedule of Records Retention and Disposition (Form RC-2) for submission to, and approval by, Ohio History Connection and Ohio Auditor of State.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Joy, MacKeigan and Pressick

Nays: None

ADJOURNMENT.

The meeting was adjourned at 2:30 p.m.


Chairperson