

**MINUTES OF THE MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT
December 9, 2016**

The Records Commission met on this date, Friday, December 9, 2016, 11:00 a.m. at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Legal Representative Rosalina Fini, Fiscal Representative Karen Fegan, Information Services Representative Anthony Joy, Secretary LeeAnne Pressick and Member Meghan Thrasher. It was determined that there was a quorum. Member Judy MacKeigan was absent.

Guest: Greg Headley

APPROVAL OF MINUTES.

It was moved by Rose Fini, seconded by Anthony Joy, and carried, to approve the minutes from the meeting of October 9, 2015.

Vote on the motion was as follows:

Ayes: Fini, Joy, and Pressick
Nays:
Abstain: Fegan and Thrasher

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

It was moved by Karen Fegan, seconded by Rose Fini and carried, to approve that Greg Headley be nominated the Chairperson of the Records Commission.

Vote on the motion was as follows:

Ayes: Fini, Fegan, Joy, Pressick and Thrasher
Nays:
Abstain:

ACTION ITEM.

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

Background

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

RECOMMENDED ACTION:

That the Commission approve the records revisions requested above, but 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 by Fegan, and carried, to approve the records revisions requests and approve submitting revisions on an undated RC-2 Schedule on a biennially basis for approval by, Ohio History Connection and Ohio Auditor of State.

Vote on the motion was as follows:

Ayes: Fini, Fegan, Joy, Thrasher 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 Liaisons

Background

Secretary Pressick reported the Records Retention Liaisons current list is/has not been updated.

RECOMMENDED ACTION:

That on an annual basis, Rose Fini, will submit the Records Retention Liaisons List to the Division Chiefs for their recommendations on any changes to the list.

NEXT MEETING: The next meeting of the Cleveland Metroparks Records Commission will take place on April 28, 2017 at 11:00 a.m. at a location to be decided.

ADJOURNMENT.

The meeting was adjourned at 11:45 p.m.


Chairperson