

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

January 24, 2018

The Records Commission met on this date, Wednesday, January 24, 2018, 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 20, 2017.

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:

The Commission approved the changes requested and submission of the RC-2 Schedule for 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 to the Ohio History Connection and Ohio Auditor of State.

Vote on the motion was as follows:

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

Nays: None

Abstain:

NEXT MEETING: The next meeting of the Cleveland Metroparks Records Commission will take place on May 22, 2018. Date, time and location to be determined.

ADJOURNMENT.

The meeting was adjourned at 11:40 a.m.


Chairperson