



City of Parma Heights Records Commission Meeting

6281 Pearl Road

Monday, August 29, 2022 2:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES FROM JUNE 27, 2022
4. OVERVIEW OF DEPARTMENTAL REQUESTS
5. DISCUSSION REGARDING RC1, RC2, RC3
6. SUBMISSIONS FOR DESTRUCTION OF RECORDS
7. MISCELLANEOUS BUSINESS
8. ADJOURNMENT

Records Commission Minutes
June 27, 2022

Commission Present: Mayor Marie Gallo, Law Director Mark Schneider, Finance Director Katie Iaconis and Records Commission Clerk, Barbara Allen

Administration Present: Chief Scharschmidt, Chief Bernard, Service Director Sepik, Public Works Commissioner, Clerk of Courts, Senior Center Administrator, Recreation Director, Mayor's Assistant

The meeting was called to order by Mayor Gallo at 2:02 p.m.

Mayor Gallo began the discussion with the first item on the agenda; "Overview of Departmental Requests". No discussion. Mayor Gallo moved to the second item "Discussion regarding RC1, RC2 and RC3"

Chief Scharschmidt mentioned that the Police Department will need to make a change to their RC1 moving forward due to the new body cams.

Chief Bernard asked about scanned in files. He has about 6 file cabinets of paper files and everything in them have been scanned. Do I still need to keep those files?

Law Director Schneider stated that the Ohio Historical Records Commission does address this question on their website. It does not support solely using an electronic image format. This is an action that is discouraged, they specifically discourage destruction of original materials, destroying original materials should be considered with extreme caution since electronic records and the technology surrounding them are in a continuous state of change. Any record in electronic format cannot be considered stable and capable of remaining reliable, authentic and accessible over any long-term or permanent retention period. They suggest keeping the paper or using microfilm format. This is the same group that we have to send our RC information to for approval of destruction or preserved for historical purposes. I can do some further research and get you some best practices and further analysis.

Chief Bernard stated that since he has taken over in the past two years, he hasn't been printing paper. Is that okay if I continue to maintain electronic documents or should I be printing them?

Law Director Schneider stated that he would further look into documents that were created in electronic format to see if there is any requirement to reduce those to paper format. I can get you an answer in that regard.

Mayor Gallo asked if Chief Bernard has an RC2? Chief Bernard answered "we do not, not that I could find." Mayor Gallo suggested that part of this would be to create an RC2 and bring it to the next meeting for consideration and approval by the Records Commission. Question to the gallery did the departments have an RC2? The Records Retention Schedule is something each department should have on hand. If we can have each department prepare an RC2 and submit it at the next meeting of the Records Commission. This should give enough time to have the individual departments retention schedule ready for review. These forms can be provided ahead of time. We can also walk you through the process.

Director Iaconis stated that the city has always done the RC1, which is a one-time disposal of obsolete records. Because of that, I have boxes in the basement that I am able to currently purge.

Mayor Gallo stated that the RC1 is good for a one-time disposal, but the RC2 is good so, you don't have to keep coming back before the Commission for approval of disposal.

Director Iaconis brought forward the current schedule. I think it is a matter of RC1 vs RC2. I agreed with the mayor that it would be beneficial to have everyone use the RC2. Short discussion on what a RC3 is: Certificate of Records Disposal.

Mayor Gallo asked if there were any submissions for destruction of records today? Trish James asked about holding onto contracts for the Senior Center. Mayor Gallo said this is why she is in favor of everyone having their own RC2. It is more designed to fit the individual department's needs. We should hold on to any documents until everything is updated. Nora Neel asked about documents in the basement. According to the city's Record Retention Schedule it says we need to hold onto these for 7 years and other electronic documents. Director Iaconis asked permission to destroy the old income tax documents, 6 years and older, that are currently in the basement. Nora Neel discussed the income warrants that are also in the basement from 2011. Director Iaconis asked to review with RITA before destroying the files. Mayor Gallo said that since there aren't any RC2's on file, this would be able to be done under the RC1 "One-time disposal".

Mayor Gallo suggested all the departments begin working on the RC2. Anything needed to be destroyed at the next meeting use an RC1 so that those records can be destroyed. The RC2 will be submitted for approval to the Ohio History Connection at the next meeting, we will tentatively say will be held mid to late August.

Meeting adjourned at 2:20 p.m.

Mayor Marie Gallo
Chairman, Records Commission

Barbara Allen
Records Commission Clerk