

RECORDS COMMISSION
MOTION SUMMARY
June 17, 2020

ITEM 1. Roll Call

Chairman Homan called the virtual meeting to order at 4:31 p.m.

Members Present Virtually: Michele Richards, Justin Nahvi, Finance Director, Darren Shulman, City Attorney and Tom Homan, City Manager

City Staff Present Virtually: Lory Johnson, Tax Administrator

ITEM 2. Approval of the Motion Summary for the meeting held December 16, 2019, as recorded and transcribed.

Motion: Mr. Shulman moved to approve the Motion Summary from December 16, 2019, seconded by Ms. Richards. Motion approved by a 4-0 vote.

ITEM 3. Consideration of one-time destruction approval for Tax Records damaged from flooding

Ms. Johnson discussed the recent flooding in City Hall in which 30 tax record boxes that were damaged and is requesting to have the records destroyed instead of paying to have them restored. The records are all three years old and have been through the audit process. The records consist of individual or business tax returns. The records were being stored while awaiting the 6-year statute of limitations. Mr. Shulman discussed the State of Ohio process to destroy records.

Motion: Ms. Richards motioned to move forward with the one-time destruction approval for tax records damaged from flooding, seconded by Mr. Nahvi. Motion approved by a 4-0 vote.

ITEM 4. Discussion regarding scanning of finance department records

Ms. Johnson discussed the recent purchase of four desk top scanners to scan relevant records. This process will help save space and allow for quick retrieval. She discussed the preference of destroying records prior to the six-year statute of limitations of documents that have been scanned. She discussed the plan to only destroy records after the audit process has occurred.

Mr. Shulman discussed that legally a scanned copy is the same as a paper copy. Permanent records must keep the paper record as technology may change making it difficult to access scanned records. He discussed the cost effectiveness of storing the records in a third-party storage vendor compared to the time to scan documents. Ms. Johnson discussed reaching out to the Ohio History

Connection for guidance. She discussed the factors to consider are cost, efficiency, and time to retrieve records. She discussed the limited space for file storage. She discussed looking at offsite storage for records, but less than three-year-old records it would be more convenient to keep these records on site. The Commission to have further discussion at the next meeting.

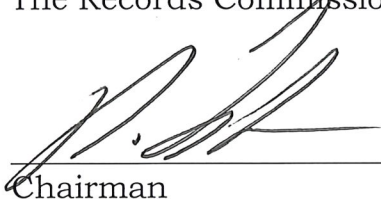
ITEM 5. Member Comments

ITEM 6. Next Meeting Date: To Be Established

It was discussed having a meeting in late Fall.

ITEM 7. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:56 p.m.



Chairman



Elaine McCloskey, Clerk