

**RECORDS COMMISSION MEETING  
WEDNESDAY, AUGUST 12, 2015**

**MEMBERS PRESENT:** Trevor Hayberger (*for Don Icsman*), Hank Solowiej & Kelly Kresser

**MEMBERS ABSENT:** Eric Wobser & Dave Danhoff

**APPROVAL OF MINUTES**

Upon motion of Hank Solowiej and second of Kelly Kresser, the members voted to approve the minutes of the May 7, 2014, Records Commission meeting. Kelly Kresser declared the motion passed.

**CURRENT BUSINESS**

Upon motion of Hank Solowiej and second of Trevor Hayberger, the members voted to approve the new/updated RC-2 Records Retention Schedules submitted by Building Inspections, Planning, Zoning & Housing, the Police Department and the Public Works Department.

*Discussion:* Kelly Kresser said these Retention Schedules have been updated by each respective department according to the records generated within their department, and changes from the previous schedules are noted in red. After approval by the Sandusky Records Commission, these will be submitted to the Ohio Historical Society and the Auditor of State for approval. An approved copy is then returned to the city and officially adopted. Trevor Hayberger asked about personnel records which are listed on the Police Department's schedule and Kelly Kresser indicated personnel records are kept by the Chief for the Police Department, while the Human Resources Department is responsible for personnel records in other departments. Chief Orzech received a recommendation from the Ohio Historical Society specifically regarding retention of these personnel records, as well as for footage captured by the new body cameras which are both reflected in his new schedule.

**Kelly Kresser declared the motion passed.**

Upon motion of Hank Solowiej and second of Trevor Hayberger, the members voted to approve the RC-3's as submitted by the Commission Clerk's Office, Finance Office, Law Office, City Manager's Office and the Police Department.

*Discussion:* Kelly Kresser said once approvals are received from the Ohio Historical Society to dispose of these records, she will work with the departments to coordinate disposal with All Shred.

**Kelly Kresser declared the motion passed.**

**OLD BUSINESS**

**Records Training:** Kelly Kresser said the Ohio Auditor of State now offers online training for public records and two new city employees have utilized this and gave positive feedback about their experiences. Trevor Hayberger said this would be a good option since there are many newer employees working for the city.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Upon motion of Trevor Hayberger and second of Hank Solowiej, the members voted to adjourn at 9:25 a.m.

The next meeting is scheduled for October 20, 2015 at 9 a.m.

**APPROVED:**

**ATTEST:**



**Don Icsman**



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**Kelly Kresser, Clerk/Member**