

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, APRIL 7, 2016**

MEMBERS PRESENT: Hank Solowiej, Eric Wobser - Chairman, Trevor Hayberger & Kelly Kresser

MEMBERS ABSENT: Dave Danhoff

APPROVAL OF MINUTES

Upon motion of Hank Solowiej and second of Kelly Kresser, the members voted to approve the minutes of the October 22, 2015, Records Commission meeting. The Chairman declared the motion passed.

CURRENT BUSINESS

Upon motion of Trevor Hayberger and second of Hank Solowiej, the members voted to approve the RC-2, Records Retention Schedule, for the Public Works Department.

Discussion: Kelly Kresser said this schedule was updated by Megan Stookey, Records Custodian for Public Works, and records were added which were not previously on the schedule; others were updated. Eric Wobser was provided a brief refresher of the process for creation of RC-2's and their purpose, as well as for the records destruction process.

The Chairman declared the motion passed.

Upon motion of Hank Solowiej and second of Trevor Hayberger, the members voted to approved the RC-3, Records Destruction Schedules, for the Public Works and Building Departments.

Discussion: Hank Solowiej suggested adding the destruction date of July 1, 2016 to the forms from Public Works prior to submitting them to the Ohio History Connection offices.

The Chairman declared the motion passed.

OLD BUSINESS

Kelly Kresser said several city employees are registered to attend the upcoming Ohio Public Records training session on April 22 at the Perkins Township offices.

NEW BUSINESS

Trevor Hayberger suggested circulating the required **Public Records Policy Public Notice** to each of the records custodians and remind them this notice must be posted in each city office where records are kept.

ADJOURNMENT

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

The next meeting is scheduled for October 6, 2016 at 9 a.m.

APPROVED:

ATTEST:



Eric Wobser/Chairperson



Kelly Kresser, Clerk/Member