

Records Commission
Minutes of June 5, 2018

The meeting was called to order at 5:04 p.m. by Kevin Heban.

Members present: Jordan Daugherty, Mark McDonough and Kevin Heban. Others present: Jill Gundy

Motion by Mark McDonough, seconded by Kevin Heban to approve the minutes of the June 6, 2017 meeting as presented. Motion was carried by a voice vote.

Motion by Jordan Daugherty, seconded by Kevin Heban to appoint Mark McDonough as Chairperson of the Records Commission. Motion was carried by a voice vote.

The Commission reviewed the items on the retention list. Mark McDonough would like to update the retention time for Police Body Cams Non-Evidentiary to 30 days rather than 90 days and also the same for In-Car Police Video Non-Evidentiary. Jill Gundy will process the paperwork to get it approved by the Ohio Historical Society.

Motion by Jordan Daugherty, seconded by Mark McDonough to approve the retention list. Motion was carried by a voice vote.

Jill Gundy gave a short explanation of a few items that need to be added to the retention schedule. The Fire Department will be adding Fit Testing and State Board of Pharmacy Medication Records to the retention schedule.

Motion by Jordan Daugherty, second by Kevin Heban to approve the new items being added to the retention schedule.

Mark McDonough asked for any other business.

Commission decided that the next scheduled Records Commission meeting would be June 4, 2019 at 5:00 p.m.

Motion by Jordan Daugherty, seconded by Mark McDonough to adjourn the meeting. Motion carried and the meeting adjourned at 5:13 p.m.

Respectfully submitted,

Jill Gundy
Account Clerk