

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
THURSDAY, APRIL 27, 2017**

**Kelly Kresser called the meeting to order and the following responded to the Roll Call: Justin Harris, Dan Poggiali, Hank Solowiej & Kelly Kresser.**

**APPROVAL OF MINUTES**

**Upon motion of Justin Harris and second of Hank Solowiej, the members voted to approve the minutes of the October 7, 2016, Records Commission meeting. Ms. Kresser declared the motion passed.**

**CURRENT BUSINESS**

**Upon motion of Hank Solowiej and second of Dan Poggiali, the members voted to approve the new RC-2 Records Retention Schedule for the Commission Clerk's Office.**

*Discussion:* Kelly Kresser said this schedule has been revised and updated to better reflect the records kept in the Commission Clerk's Office. Several records series/titles were eliminated as they are not records which exist or are kept any longer, or are records on another department's Retention Schedule: blank forms, equipment and operating & maintenance manuals or repair records, laws, regulations & rules, fixed asset inventories, Material Safety Data Sheets, business card files, facsimile logs, receipt books, state & federal grant applications, subdivision bonds, auditors receipts and financial statements. In addition, original City Commission Agendas previously had a retention schedule of five years; this has been edited to be maintained for ten years. The electronic recordings have been adjusted from two years retention to a period of two months because of the new audio and video equipment in the Commission Chambers and because of the size of these files. Once Minutes have been prepared, these become the permanent record of each commission meeting. The retention period for original Resolutions and Ordinances has been adjusted from three years to one year as the Resolutions and Ordinances kept in the Journal books are the permanent record and there is no need to have two sets kept in the office.

**Ms. Kresser declared the motion passed.**

**Upon motion of Justin Harris and second of Dan Poggiali, the members voted to approved the RC-3 Records Destruction Schedules for the Departments of Public Works, Sewer, Water and the Commission Clerk.**

*Discussion:* Ms. Kresser stated Megan in the Public Works Office has been going through records for Sewer and Water as they are located at various places and would like to dispose of records on their respective Disposal Schedules in lieu of the City Hall relocation scheduled for next year.

Mr. Solowiej asked if the Commission Clerk's disposal schedule is reflective of the Retention Schedule from 2000, or from the one approved today; Ms. Kresser stated these will be disposed of according to the Year 2000 schedule.

**Ms. Kresser declared the motion passed.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**The next Records Commission meeting is scheduled for October 26 at 1:30 p.m.**

**ADJOURNMENT**

Upon motion of Kelly Kresser and second of Eric Wobser, the members voted to adjourn at 1:45 p.m.

**APPROVED:**

**ATTEST:**

  
Eric Wobser/Chairperson

  
Kelly Kresser, Clerk/Member