

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
WEDNESDAY, OCTOBER 22, 2015**

MEMBERS PRESENT: Don Icsman, Hank Solowiej & Kelly Kresser

MEMBERS ABSENT: Eric Wobser & Dave Danhoff

APPROVAL OF MINUTES

Upon motion of Hank Solowiej and second of Don Icsman, the members voted to approve the minutes of the August 12, 2015, Records Commission meeting. Kelly Kresser declared the motion passed.

CURRENT BUSINESS

None.

OLD BUSINESS

Kelly Kresser stated the **RC-2 Records Retention Schedules** as submitted by Building Inspections, Planning, Zoning & Housing, the Police Department and the Public Works Departments were approved by the Ohio History Connection and distributed accordingly. The **RC-3 Records Disposal Schedules** as submitted by the Commission Clerk's Office, Finance Office, Law Office, City Manager's Office and the Police Department were approved by the Ohio History Connection and distributed accordingly. There was one RC-3 revised to reflect a January, 2016, destruction date (City Manager's Office) rather than during the calendar year 2015. Kelly will be working to have these departments **inventory their boxes and coordinating their destruction with All Shred after the first of the year.**

Kelly Kresser said **the link for online records training** was emailed a second time to all Records Custodians for the departments. There are a couple of employees who have taken this training with positive comments received.

Hank Solowiej asked if **Dave Danhoff will be able to remain a member of the Sandusky Records Commission due to his new position with Sandusky City Schools.** Kelly Kresser indicated she had spoken with his assistant and it looks as if he will be able to continue to serve, but will follow up prior to the next meeting.

NEW BUSINESS

None.

ADJOURNMENT

Upon motion of Hank Solowiej and second of Don Icsman, the members voted to adjourn at 9:15 a.m.

The next meeting is scheduled for April 7, 2016 at 9 a.m.

APPROVED:

ATTEST:


Eric Wobser/Member


Kelly Kresser, Clerk/Member