

**MINUTES OF THE MAYFIELD VILLAGE  
RECORDS COMMISSION MEETING  
Mayfield Village Main Conference Room  
Mayfield Village Civic Center  
Wednesday, October 12, 2022 – 4:00 p.m.**

The Records Commission met on Wednesday, October 12, 2022 in the Main Conference Room at the Mayfield Village Civic Center. Chairman Weltman called the meeting to order at 4:00 p.m.

. **Approval of Minutes from April 4, 2022**

Mayor Bodnar, seconded by Mrs. Nadeau, moved to approve the Minutes of April 4, 2022.

Roll Call:	AYES: All	Motion Carried
	NAYS: None	Minutes of April 4, 2022
		Approved as Written

. **Review and approve any RC-3 Records Disposal forms submitted by Village Departments.**

RC-3 forms were submitted by the Service Department and Police Department for review by the Commission. Pursuant to the Records Retention Schedule, the records can be authorized for disposal as they were past the date for destruction. The Commission reviewed the forms.

. **Motion to approve RC-3 Records Disposal forms submitted by the Service Department.**

Mrs. Nadeau, seconded by Mr. Weltman made a motion to approve RC-3 Records Disposal forms submitted by the Service Department and Police Department.

Roll Call:	AYES: All	Motion Carried
	NAYS: None	RC-3 Forms Approved

Mrs. Betsa will forward the RC-3's to the Ohio Historic Society for their review and approval. Once she receives them back, she will notify the respective department. The documents will be destroyed at Shred Day in November.

Ms. Wolgamuth reported that in May, she was contacted by Jennifer Schultz, Executive Assistant for the Fire Department about a large number of boxes being stored at the Fire Department which contained records beyond their destruction date. As there were so many boxes (see attached list), the Fire Department felt it beneficial that instead of dragging the documents out of the building to dispose of them on Shred Day, they preferred to hire their own shredding service to take care

of them on-site. None of the records were marked on the retention schedule by the Ohio History Connection as needing approval prior to disposal. Ms. Wolgamuth reached out to Jim Budzick to see if there were any concerns. After discussion, the records were approved for destruction which took place in June. Both Jim and Diane agreed it would make sense to provide the list to the Commission for their review at their next meeting.

The Commission reviewed the list.

- **Motion to approve determination that Fire Department records (itemized list attached) were disposed of properly in June of 2022.**

Mr. Weltman, seconded by Mrs. Nadeau, made a motion to approve determination that Fire Department records (itemized list attached) were disposed of properly in June of 2022.

Roll Call:      AYES: All                                      Motion Carried  
                     NAYS: None

- **Any Other Matters**

Mrs. Betsa reported that Shred Day had to be rescheduled to Saturday, November 5, 2022 due to supplier and labor issues. The event will be held in the Civic Center parking lot from 9:00-12:00. The next Shred Day was confirmed and scheduled for Saturday, May 20, 2023.

The meeting concluded at 4:15 p.m.

Respectfully submitted,

Mary E. Betsa, MMC  
Council Clerk/Records Custodian

**RC-2 #      FD Records for Disposal - May/2022**

118 1980-1998 Training Records  
113      1984 Run Reports  
113      1985 Run Reports  
113      1986 Run Reports  
113      1987 Run Reports  
113      1988 Run Reports  
113      1989 Run Reports  
113      1990 Run Reports  
113      1991 Run Reports  
113      1992 Run Reports  
113      1993 Run Reports  
113      1994 Run Reports  
113      1998 Run Reports  
113      1999 Run Reports  
184 2001-2002 Daily Squad check lists  
135      2003 FF Exams/Applicants  
327      2005 Time sheets  
271      2005 PO's  
184      2005 Drill Sheets  
213      2006 Misc. Memos/MIPOD Records  
327      2007 Payroll  
184      2007 Drill Sheets  
271      2007 PO's  
327      2008 Payroll  
184      2008 Drill Sheets  
271      2008 PO's  
327      2009 Payroll  
271      2009 PO's  
138      2009 EMS Billing  
327      2009 Time sheets  
184      2009 Drill Sheets  
72 2010-2017 CERT Records/Minutes  
327      2010 Payroll  
271      2010 PO's  
138      2010 EMS Billing  
327      2010 Time sheets  
184      2010 Drill Sheets  
138 2010-2011 EMS Billables  
184 2010-2013 Daily Squad check lists  
271      2011 PO Copies  
327      2011 Time sheets  
184      2011 Drill Sheets  
135      2011 FD applications-not hired  
327      2012 Payroll/Time sheets  
138      2012 EMS Billing

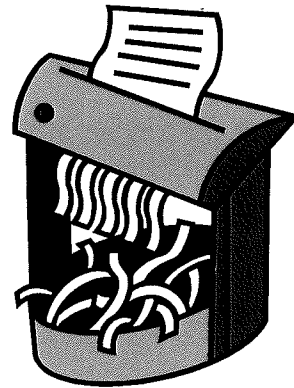
271 2012 PO's  
327 2013 Payroll/Time sheets  
271 2014 PO's  
184 2014 Shift Coverage Forms  
327 2014 Time sheets  
327 2015 Time sheets  
184 2015 Gear checks  
327 2016 Time sheets  
184 2017 Radio Check Sheets  
184 2018 Radio Check Sheets  
90 Outdated Catalogs and manuals

**SAVE THE DATE**  
**MAYFIELD VILLAGE RESIDENTS:**

**COMMUNITY SHRED DAY**

**At the Parking Lot of the  
Mayfield Village Civic Center  
6622 Wilson Mills Road  
(Corner of SOM Center and Wilson Mills)**

**SATURDAY, MAY 20, 2023  
9:00 a.m.-12:00 p.m.**



**Shredding provides a safe and efficient way to discard appropriate documents.**

**Residents or businesses may bring a maximum of five storage boxes of paper to shred.**

**Documents shred on-site by:  
Shred-It  
(440) 565-5750**

**Contact 440-461-2210 with any questions**