

DRAFT
MINUTES OF THE MAYFIELD VILLAGE
RECORDS COMMISSION MEETING
Mayfield Village Civic Hall - Mayfield Village Civic Center
Tuesday, November 9, 2021 – 10:30 a.m.

The Records Commission met on Tuesday, November 9, 2021 at the Mayfield Village Civic Center. Chairman Randy Weltman called the meeting to order at 10:30 a.m.

Present: Mayor Brenda Bodnar
Director of Administration Diane Wolgamuth
Jim Budzik, Esq. (Law Dept.)
Finance Director Ron Wynne
Randy Weltman (Resident)

Also Present: Police Chief Paul Matias
Maura McKinley (Police Dept. Executive Asst.)

Absent: Lorry Nadeau (Resident)
Patsy Mills, Council Representative
Mary Betsa, Council Clerk/Records Custodian

Approval of Minutes from October 12, 2021

Mayor Bodnar, seconded by Mr. Budzik, moved to approve the Minutes of October 12, 2021. There was no opposition. Minutes were approved as written.

Roll Call:	AYES: All	Motion Carried
	NAYS: None	Minutes of October 12, 2021
		Approved as Written

Review of previously approved Public Records Policy with Records Request Form and Departmental Signage

Ms. Wolgamuth stated that the Public Records Policy was approved at the October 12, 2021 meeting subject to the addition of language regarding payment for CDs, flash drives, or other devices used to transmit electronic records. This addition has been made in the Policy as well as in the Departmental Signage and the Records Request Form. Ms. Wolgamuth advised that if the Commission feels that the additions reflect what was intended, there is no need to approve these documents again and the approval date of October 12, 2021 will stand. The Commission members agreed that the Policy and related documents are acceptable as amended.

DRAFT

Minutes of the Mayfield Village Records Commission

Tuesday, November 9, 2021

Page 2

Review and approval of updated RC-2 Records Retention Schedule

Ms. Wolgamuth reported that the images captured by Gatso as part of the Police Department's Speed Photo Enforcement Program was the remaining item to be addressed in the RC-2 Schedule. Chief Matias contacted Gatso to determine how long images, both those that result in tickets and those that do not, are retained and was told that the images are retained for the life of the program, plus one year. Ms. Wolgamuth stated that after discussion with Chief Matias and Mr. Budzik, a retention period of one year was selected with the understanding that if a request for these images is made beyond this period, and the images exist, they must be provided.

Mr. Budzik stated that, in this situation, a third party is in control of the records. If the record still exists, it must be produced upon request. Mayor Bodnar pointed out that although the one-year period is the time period mandated for retention, many times records are kept beyond their retention period. The Commission members agreed that, in many instances, records are kept longer than the stated retention period and recordkeepers must understand that if the document is kept beyond the retention period, it remains subject to disclosure during a records request.

Ms. Wolgamuth stated that the only other change to the RC-2 Schedule was to remove any remaining areas where "Paper/Electronic" appeared in the media type column. All entries have been changed to "Paper & Electronic."

Mr. Weltman asked if the Commission had any additional changes to the RC-2 and they did not. Mayor Bodnar made a motion to approve the RC-2 Records Retention Schedule and Mr. Budzik seconded the motion.

Roll Call:	AYES: All	Motion Carried
	NAYS: None	RC-2 Records Retention Schedule Approved

Any other matters

Ms. Wolgamuth stated that the next step is to send the RC-2 to the Ohio History Connection for approval. She will advise the Commission if the RC-2 is approved and if any comments are received from the State of Ohio.

Upon motion, the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Diane Wolgamuth
Director of Administration