

CITY OF ASHTABULA
RECORDS COMMISSION MINUTES
April 3, 2008

The Records Commission met on April 3, 2008 at 11:10 a.m. in the City Manager's Office. Those members present were City Manager, Anthony Cantagallo; City Auditor, Michael Zullo; City Solicitor, Michael Franklin; Secretary, Carolyn Sheldon; and Resident, Jason Strong.

The minutes of the September 18, 2007 meeting were presented for approval. Michael Zullo made a motion to approve the minutes; Jason Strong seconded the motion. The motion carried.

Old Business:

Next Records Disposal

Carolyn stated that the Records Commission needed to set a records disposal date for this year since the last one was in 2006. She suggested sometime in August. Michael Zullo suggested October 3, 2008 since many employees vacation in August. Carolyn expressed difficulty with this date since she would have month-end and quarter-end responsibilities at that time. She suggested September 19, 2008. All were in agreement for September 19, 2008. Carolyn will follow through with filing the RC-3's with the State Auditor's office and Ohio Historical Society for that date.

Iron Mountain Quote

Carolyn reported that Iron Mountain quoted \$6.00 per box for on-site shredding and \$5.00 per box for off-site shredding where a secure vehicle takes the material to a shred facility. Mr. Cantagallo asked how many boxes of records were we disposing of and what size was the box. Carolyn stated that it was undetermined at this time because we needed to provide the departments with their certificate of records disposal before they would be able to estimate how many boxes were involved. Michael Zullo suggested we consider the paper recycling company that currently provides containers throughout the City. Mr. Cantagallo mentioned that privacy would not be observed. Jason mentioned that he liked the idea of bringing a shredder on site. Mr. Cantagallo asked that the Records Commission meet again after this information was available to determine if we wanted to utilize Iron Mountain's services. A follow-up meeting was set for July 24, 2008 at 11:00 a.m.

House Bill 9 (Effective September 29, 2007)

Carolyn reported that at the last meeting the Commission agreed to post that actual Records and Document Management Policy as a "poster" required by H.B. 9 and that she was not satisfied with this since the legal sized document was reduced to letter size and difficult to read. She presented a poster to the Commission that she came up with as a suggestion, asking for input and consideration. All agreed that the prototype was okay to post.

Also, Carolyn mentioned that H.B. 9 required that our retention schedules be available to public. She said that currently they reside in a filing cabinet in her office. She asked if the Commission wanted them posted on the City web page along with the Records Policy which is currently

posted. Mr. Cantagallo agreed the retention schedules should be put on the City web page. Carolyn will follow through with this task.

Carolyn brought a question to the Commission from the Clerk of Council, LaVette Henningan: LaVette stated that she had attended a meeting where a representative from the State Auditor's office had mentioned that a resolution should be passed naming the individual(s) representing the elected body for A.G. approved records training. LaVette wanted to know if the City Council needed to act on this recommendation. Carolyn reported that currently certificates are maintained in personnel files of the individuals that have attended A.G. approved records training for elected officials. Michael Franklin advised that he did not believe a resolution naming designees was necessary. Carolyn will pass this information on to LaVette.

Carolyn informed the Commission that LaVette intended to attend A.G. approved records training on behalf of City Council. She asked Michael Franklin if his office was covered for this. Michael Franklin replied that he has not been able to attend as of yet; however, he may send Maria Rivera from his office and he will comply one way or the other.

Other:
None

New Business:

Other

Mr. Cantagallo mentioned that his office would like to make use of the Municipal Court's Doc Star system which they have not used since it was purchased. Michael Zullo stated that his office took the Court's Doc Star scanner because his scanner wore out, and that his Doc Star computer has been upgraded twice since purchased; he's not sure if the original Doc Star software is any good. Michael Franklin gave a detailed description of how Doc Star is an ideal electronic filing system. Mr. Cantagallo will have Brenda check into this matter further with Charlene Pfouts, Systems Analyst.

The meeting adjourned at 12:00 p.m.

The next meeting of the Records Commission is set for July 24, 2008 at 11:00 a.m. in the Manager's Office.

Respectfully submitted,

Carolyn Sheldon
Records Commission Secretary