



**Records Commission Minutes  
Friday, October 4, 2024  
3:00 P.M.**

**IN COUNCIL CHAMBERS AND VIA ZOOM PURSUANT TO CHAPTERS 113 AND 115  
OF THE CODIFIED ORDINANCES**

Members Present: Alicia White, Chair  
Jeri Chaikin, CAO  
William M. Ondrey Gruber, Director of Law

Others Present: Kimberly Mikula, Mayor's Office  
Laura Englehart, Economic Development  
Kelly Beck, Planning Department  
Mary Murphy, representing CAO, IT Departments  
Karen Traylor, Police Department  
Christopher Sterger, Public Works Department  
John Potts, Finance Director

The meeting was called to order by Chair Alicia White at 3:03 p.m.

\* \* \* \*

**Law Department Updates**

Information request regarding minors to the Recreation Department. A request was made for youth names for the years of 2021-2024 for Youth Hockey & Basketball. The request was denied. Requestor changed the request, omitted the request for youth names and the department was able to supply what the requestor wanted.

A settlement demand letter – is this a public record? Yes, it was found to be a public record

A request for records from a prisoner which ultimately got lost due to contact information, no response was given to the request. Respondent then filed with the Ohio Supreme Court, which after that was presented to the city and response was given. Two items of note; it was difficult for the prisoner to contact us, and difficult for the city to contact the prisoner. In the end everything was resolved. This led to a discussion of similar cases and outcomes from the Ohio Supreme Court. The Court was looking for bad faith, in this case that was not found to be true.

The topic of Human Resources in looking into a document management system. The answer, No. It is about clarifying keeping documents. You keep either paper or electronic documents, however refer to the department's retention schedule

A question was raised – records retention schedule versus what does the department want to keep. Also, old versions, example documents in Word Perfect or cassette tape, which we no longer use. What to do with them? Change over? Also, how to organize and keep electronic records? Suggestion was made a possible Lunch and Learn to see how different departments handle their document management.

How long do revisions submitted normally take? Each department should check back in 30 days if not heard about requested changes, sometimes the requests get backlogged or lost.

Most important for each department, to have their records retention scheduled posted on the City's website.

\* \* \* \*

There being no further business, the meeting was adjourned at 3:44 p.m. The next meeting will be scheduled in 2025.

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Alicia White, Chair

\_\_\_\_\_  
William M. Ondrey Gruber, Director of Law