

FAIRVIEW PARK RECORDS COMMISSION MEETING

Mayor's Conference Room, City Hall

April 16, 2018

Meeting was called to order in the Mayor's conference room at 11:04 AM on April 16, 2018.

Attendance: Mayor Patton, Finance Director Greg Cingle; Chris Gerrett

Absent: Law Director, William McGinty

Also present: Liz Westbrook, Councilperson Angelo Russo, Police Chief Erich Upperman, Bridget Hinkel

Mayor Patton called for approval of the minutes of December 11, 2017.

Liz Westbrook asked that the minutes be corrected to remove an action item mistakenly attributed to her. An update needs to be made to the Retention Schedule (RC-2) to include retention periods for boards and commissions. Bridget Hinkel to make the change to the RC-2 and submit to board at its next meeting.

Motion to approve modified minutes made by Finance Director Cingle. Second by Chris Gerrett. Motion carried.

Bridget Hinkel presented RC-3's submitted by various departments.

RC-3 No. 1 from Police Department included temporary liquor permits from year 2012 and earlier. Chris Gerrett asked for a clarification as to the definition of "earlier." Some liquor licenses are temporary such as Summerfest and various fundraisers that require a one-time liquor permit; City Council is keeper of permanent liquor licenses, such as those for restaurants and bars. Earlier was defined as those records that were older than 2012 but still fell within the parameters of the RC-2.

Motion to approve made by Director Cingle. Second by Chris Gerrett. Motion Carried.

RC-3 No. 2 was submitted by the Police Department containing records to be destroyed which fell within the parameters of the RC-2.

Motion to approve modified minutes made by Finance Director Cingle. Second by Chris Gerrett. Motion carried.

RC-3 No. 3, submitted by the Administration included records requests not required to be kept on a permanent basis, e.g. requests made for discovery for criminal cases. This RC-3 also included labor agreements from 1984-2002. They were offered to Ms. Gerrett for the Fairview Park Historical Society. Ms. Gerrett accepted the agreements.

Motion to approve made by Director Cingle. Second by Chris Gerrett. Motion Carried.

RC-3 No. 4 submitted by the Finance Department. Liz Westbrooks questioned an item, "Preplacement Tests–Neg–Pt Termed." Director Cingle explained these were negative tests for part-time workers who are no longer employed by the City.

Motion to approve made by Mayor Patton. Second by Director Cingle. Motion Carried.

Old Business:

Hinkel proposed simplifying the RC-3 form in order to make it easier for Fairview Park employees to use. The Ohio Historical Society (OHS) does not want any of Fairview Park's records so we can modify the form. If RC-2 is changed, it must be resubmitted to the OHS who may then wish to have any records they desire.

Once RC-3 is approved, any department can have them. Destruction must not take place less than 15 business days from approval. The group discussed ways to post publicly.

Motion to approve made by Director Cingle. Second by Chris Gerrett. Motion Carried.

NEW BUSINESS:

Liz Westbrooks asked about the RC-2 and whether or not departments were updating their records retention items on the schedule. She suggested the possibility of providing for regular reviews of the schedule.

Ms. Westbrooks offered that there were several records series that should be included on the RC-2. For example, correspondence with state agencies should have its own series title and schedule number on the RC-2. Examples mentioned were the EPA and/or BUSTR. It was suggested that the retention period would be 10 years after conclusion of investigation, provided no action pending. Bridget Hinkel to add to RC-2.

Chief Upperman has two types of video records that should be clarified on the Retention Schedule. The Police Department currently has dash camera video and video from a pole camera at the intersection of Story and Lorain. Due to storage capabilities, the system overwrites the video after approximately 30-35. Video can be flagged for investigation or case and retained for longer, but, if not, the system purges it. If no crime is reported, video is purged because of space issues. Reviewed stored video stays with the report and is then retained for seven years after conclusion of case.

Retention period should be changed to include video records. Bridget Hinkel to work on adding the records to the RC-2, differentiating between normal retention/overwrite and records held for evidential purposes.

Liz Westbrooks suggested that transient records should also be added to the schedule. There is a definition for it, but the series title is not on the schedule. Bridget Hinkel to add to the schedule.

There being no additional business before the commission, Mayor Patton made a motion to adjourn. Second by Director Cingle. Motion passed at 12:03 PM.