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Mayor Michael Wheeler

**Village of Richfield Records  
Commission Meeting Minutes**  
Tuesday, October 25, 2022 - 10:00 am  
Mayor's Conference Room

**Subject to Approval:**

Approved as Corrected

Approved as Submitted

**Call to Order:** The meeting was called to order at 10:05 a.m.

**Roll Call:** *Present:* Alex Cortes, Mayor Wheeler, Sandy Turk, Hugh Groth & Laura Toth, secretary *Absent:* n/a

**Review and Introduction of Records Commission Members:**

Introductions of Law Director, Finance Director, Mayor, Secretary, and new member Hugh Groth

**Discussion of Records Custodian for the Public Records Policy:** Each department or office has a delegated custodian with some departments having an alternate custodian. Each custodian signs an acknowledgement that they received the policy, understands the policy and accepts to uphold the policy terms.

**Review of RC3 by department:** Supplied the printed records schedule & submitted department information to each member.

**Fire Department:** Review of the Fire Departments records submittal, decided to combine the records into like categories and add overall years, reviewed the category to use. Some of the items submitted needed more clarification before releasing to the Historical Society.

The Records Commission approved the destruction of the Fire Department records whereas the items that needed more clarification, through additional research and based on the information found, and noting the additional information would not change or impede the type of categories and retention term for said records, were also approved for destruction. Approved "All Ayes"

Once the additional information has been attained the secretary is to inform the commission of the findings.

**Mayor's Office:** Review of the Mayor's Office records submittal items and the pertaining category, code and term for destruction. Some discussion of the obsolete manuals and policies, treated as general (non-memo) correspondence.

The Records Commission approved the destruction of the Mayor's Office records- Approved "All Ayes"

**Service:** Review of the Service Department records submittal items and the pertaining category, Code and term for destruction. Alex Cortes determined that the Village's policy needs an Amendment rule for the digitizing of records and he would bring the rough draft of the amendment at the next records meeting.

Amendment Discussion: Retain paper copies for 6 months after digitizing. Once digitized, retain and follow retainment dates per items per departments.

Motion to amend the Village of Richfield's Records Retention Schedule to include creation and preservation of digitized copies.

Everyone on The Records Commission was in agreement to review current records schedule and how to handle digital copies in the future. Approved "All Ayes"

The Records Commission approved the destruction of the Service Department's records -Approved "All Ayes" no opposition.

**Finance Department:** Review of the Finance Department records (Purchase Orders, Bank Deposit Records, Pay-In Records, and Municipal Income Tax Records) submittal items and the pertaining category code and retention time frame. All records looked in order, and Sandy Turk stated the records had been audited.

The Records Commission approved the destruction of the Finance Department's records -Approved "All Ayes" no objection.

It was mentioned that moving forward the Records Commission would like the prework completed with categories and codes for each submission prior to the meeting.

**New Business:** Next Meeting scheduled Tuesday, December 6<sup>th</sup> @ 10:00 am

**Adjournment:** 11:30 a.m.

  
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Mayor Michael Wheeler, Chairperson

  
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Laura Toth, Secretary

Date: 12/7/2022