

**RECORDS COMMISSION MEETING AGENDA  
APRIL 26, 2018 at 9 A.M.**

**ROLL CALL** Justin Harris, Hank Solowiej, Dan Poggiali,  
Eric Wobser & Kelly Kresser

**APPROVAL OF MINUTES** October 26, 2017

**CURRENT BUSINESS**

- 1) RC-3 Certificate of Records Disposal
  - Police Department
  - Public Works - Engineering

**OLD BUSINESS**

**NEW BUSINESS**

**NEXT MEETING** October 25, 2018

**ADJOURN**

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
THURSDAY, OCTOBER 26, 2017**

**Kelly Kresser called the meeting to order and the following responded to the roll call: Eric Wobser, Justin Harris, Dan Poggiali and Kelly Kresser.**

**APPROVAL OF MINUTES**

**Upon motion of Justin Harris and second of Dan Poggiali, the members voted to approve the minutes of the April 27, 2017, meeting of the Records Commission. Ms. Kresser declared the motion passed.**

**CURRENT BUSINESS**

**Upon motion of Justin Harris and second of Eric Wobser, the members voted to approve the RC-3 Records Destruction Schedules for the City Commission Clerk's Office and the Departments of Administrative Services/Purchasing, Law, Water, Sewer and Public Works.**

*Discussion:* Kelly Kresser said the RC-3 for the Commission Clerk's Office is to delete audio/video files on the city's server for commission meetings per the retention schedule. Those listed for destruction in the Administrative Services/Purchasing Department were for three boxes found in the second floor passageway at City Hall and beyond the destruction date indicated. Those records for the Public Works Department, including Sewer and Water, are all in line for destruction according to their destruction schedules.

**Ms. Kresser declared the motion passed.**

**Upon motion of Eric Wobser and second of Justin Harris, the members voted to approve the new RC-2 Records Retention Schedule for the Water, Sewer, Public Works and Police Departments.**

*Discussion:* Ms. Kresser said there are approximately ten new items added to the Water and Sewer retention schedules while one item was added to the Public Works retention schedule. Two new items have been added to the Police Department's retention schedule.

**Ms. Kresser declared the motion passed.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

Justin Harris said the city has been responding to numerous records requests from a person who has been deemed a serial vexatious litigant and was recently released from prison. Mr. Harris said as some of these records were reviewed, it became clear for our records custodians to list emails on their respective retention schedule and have a timeline for their

destruction in conjunction with the IT Department. Mr. Harris suggested getting input from our IT Manager, Stuart Hamilton, so everyone is on the same page in the future. Ms. Kresser said emails are part of the record title and descriptions on each department's retention schedules and it might be good to provide training. Some emails should be filed by subject and kept for a longer period of time.

Ms. Kresser said it is important, **during the next one-year period, for records custodians to schedule records for destruction** which are eligible. This will help during the upcoming City Hall relocation by lessening the number of records/boxes needing to be moved which are beyond their retention period. Eric Wobser said this should be discussed at the next staff meeting so directors can be encouraged to pass the word to each respective records custodian.

### **ADJOURNMENT**

**Upon motion of Justin Harris and second of Dan Poggiali, the members voted to adjourn at 3:30 p.m.**

**APPROVED:**

**ATTEST:**

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**Eric Wobser/Chairperson**

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**Kelly Kresser, Clerk/Member**