

**MINUTES OF THE MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

September 7, 2021

The Records Commission met on this date, Thursday, September 7, 2021 at 11:00 a.m. online via Webex at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson, Gregory Headley, Legal Representative Rosalina Fini, Fiscal Representative William Chorba III, Information Services Representative Anthony Joy, and Members Meghan Thrasher and Judy MacKeigan were present. Secretary LeeAnne Pressick was absent. It was determined that there was a quorum.

CHAIRPERSON’S REPORT.

INFORMATION/BRIEFING ITEMS.

1. Discussion of the updated Records Retention Schedule (RC-2)
2. Portal Upgrades; Records Destruction and Revisions to be available on the Portal.
3. Records Liaison List updates are in. The Chairperson will be updating the list.

ACTION ITEM

1. Proposed changes to the Records Retention Schedule (RC-2)

Background

After the previous meeting, follow-up information was needed to clarify the following revisions:

Zoo:

17072	Permits and Licenses - Animals	CY + 4 Years	Paper		<input type="checkbox"/>
17088	Permits and Licenses - Animals	Permanent	Electronic		<input type="checkbox"/>
17089	Teamsters 507 Boot Allowance Reimbursement Form	Current Year + 3 Years	Paper/Electronic		
17090	Uniform Files - Teamsters 507 (uniform order forms, inventories, etc)	UNAV	Paper/Electronic		

Police:

16098	Monthly Vehicle Inspections	Until Digitized	Paper		<input type="checkbox"/>	New	
16099	Monthly Vehicle Inspections	Until Superseded	Electronic		<input type="checkbox"/>	New	What happens to the record when the vehicle is disposed of? Add until vehicle is sold?

It was moved by Rose Fini and William Chorba, seconded and carried, to approve the records revisions requests and approve submitting revisions on an undated RC-2 Schedule to the Ohio History Connection and Ohio Auditor of State.

Vote on the motion was as follows:

Ayes: Headley, Fini, Joy, Thrasher, MacKeigan

Nays: None

Abstain:

NEXT MEETING:

The next meeting of the Cleveland Metroparks Records Commission was TBA.

ADJOURNMENT.

The meeting was adjourned at 11:32 a.m.


Chairperson