

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

January 29, 2015

The Records Commission met on this date, Thursday, January 29, 2015, 1:30 p.m. at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson Thomas R. Coles, Legal Representative Rosalina Fini, Fiscal Representative David J. Kuntz, Secretary LeeAnne Pressick and Members Judy MacKeigan and Meghan Thrasher to be present. It was determined that there was a quorum.

Guests: Cathy Thoryk; Ken Schabitzer and Anthony Joy

APPROVAL OF MINUTES

It was moved by Rose Fini, seconded by David Kuntz, and carried, to approve the minutes from the meeting of December 23, 2013.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Pressick, MacKeigan, Thrasher

Nays: None

Abstain:

CHAIRPERSON'S REPORT

INFORMATION/BRIEFING ITEMS

1. Discussion of Revisions to Records Retention Policy

Discussion was initiated by Rose Fini, Chief Legal and Ethics Officer on the revisions to the Records Retention Policy.

A. Section III. Records Retention and Disposition Program

It was suggested that the Chiefs need to be involved with the selection of Records Liaisons and coordinate their department's compliance with the provisions of this policy with the assistance of the Primary Record Liaison.

- Annual review of the RC-2. At least annually on or before March 31st, primary liaisons will review the existing RC-2 schedule to determine if it needs updated.
- Annual disposal, at least annually on or before October 31st, each record's liaison will determine which records can and should be destroyed. Liaisons will record

disposal requests on an internal form entitled, Internal Records Disposal Form (IRDF) and submit to the Cleveland Metroparks Records Commission. Prior approval to destroy records in accordance with the RC-2 schedule will not require pre-approval by the Cleveland Metroparks Records Commission.

B. Section IV. Special Topics for Records Retention

- Storage - Chairperson Coles, proposed that labeling of records boxes should be uniform throughout the Park District.
- Litigation Holds – Receipt of litigation or if litigation is anticipated, all destruction of records related to the litigation shall be suspended.
- Multiple copies of Records are not required to be maintained; only the Office of Record shall keep and destroy records in accordance with the RC-2 schedule.
- Electronically Stored Records (ESR). Discussion included proposed policy changes to effectively store ESR's. Rose Fini will work with Anthony Joy on the policy revisions.
- Ken Schabitzer raised a question on accessibility of work related information on personal owned devices. Rose Fini reported that Human Resources and Information Services are working on finalizing a policy that would address using such devices to perform work.

2. Historical Records update – Judy MacKeigan

Judy MackKeigan updated the commission on the archiving of historical records. Judy informed the group that for reasons unknown there are not many historical records from the 1980s. She requested that any division with records 20 – 25 years old check with her before disposal. Judy explained that having these records is a benefit to all, including students who have requested access to our historical records for school projects. Rose Fini suggested that we have a public records request completed when these situations come up.

Judy asked to meet with the Records Retention Liaisons to reinforce the message to save any record that might have an historical value.

ACTION ITEM

1. Proposed to adopt the Cleveland Metroparks Internal Records Disposal Form (IRDF)

Background

This form will replace the RC-3 form that is no longer required by the Ohio Historical Society.

RECOMMENDED ACTION:

That the Commission approve and adopt the Cleveland Metroparks Internal Records Disposal Form (IRDF)

It was moved by Rose Fini seconded by David Kuntz and carried, to approve the Internal Records Disposal Form (IRDF).

Vote on the motion is as follows:

Ayes: Coles, Fini, Kuntz, Pressick, MacKeigan, Thrasher

Nays: None

Abstain:

ACTION ITEM

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

Background

Request was made by the Zoo to make changes to the RC-2 schedule.

RECOMMENDED ACTION:

That the Commission approve the changes requested to the RC-2 schedule by the Zoo.

It was moved by Rose Fini seconded by David Kuntz and carried, to approve the requested changes by the Zoo to the RC-2 schedule.

Vote on the motion is as follows:

Ayes: Coles, Fini, Kuntz, Pressick, MacKeigan, Thrasher

Nays: None

Abstain:

ACTION ITEM

3. Approval of RC-3 Certificate of Records Disposal

Background

Park Operations, Ranger Department and the Zoo submitted to the Commission completed RC-3 forms requesting approval for disposal according to the RC-2 schedule.

RECOMMENDED ACTION:

That the Commission approve the RC-3 requests for disposal forms submitted by Park Operations, Ranger Department and the Zoo.

It was moved by Rose Fini seconded by Meghan Thrasher and carried, to approve the RC-3 requests for disposal submitted by Park Operations, Ranger Department and the Zoo.

Vote on the motion is as follows:

Ayes: Coles, Fini, Kuntz, Pressick, MacKeigan, Thrasher

Nays: None

Abstain:

ACTION ITEM

4. Approval to update the Record Retention Liaisons list (Attachment A) with the addition of Lisa Kovalsick as primary liaison from Information Technology Services.

Background

The Record Retention Liaisons list (Attachment A) required updating due to staffing changes and the addition of a primary liaison from the Information Technology Service department was recommended.

RECOMMENDED ACTION:

That the Commission approve Attachment A – Records Liaisons Listing and make the addition of Lisa Kovalsick as primary liaison from Information Technology Services.

It was moved by Rose Fini seconded by Meghan Thrasher and carried, to approve Attachment A – Records Liaisons Listing and the addition of Lisa Kovalsick.

Vote on the motion is as follows:

Ayes: Coles, Fini, Kuntz, Pressick, MacKeigan, Thrasher

Nays: None

Abstain:

ACTION ITEM

5. Approval to add the Chief Information Officer, Anthony Joy as a member of the Cleveland Metroparks Records Commission.

Background

The inclusion of the Chief Information Officer is a valuable addition to the Cleveland Metroparks Records Commission on issues related to electronically stored records.

RECOMMENDED ACTION:

That the Commission approve the addition of the Chief Information Officer as a member of the Cleveland Metroparks Records Commission.

It was moved by Rose Fini seconded by David Kuntz and carried, to approve the addition of the Chief Information Officer as a member to the Cleveland Metroparks Records Commission.

Vote on the motion is as follows:

Ayes: Coles, Fini, Kuntz, Pressick, MacKeigan, Thrasher

Nays: None

Abstain:

NEXT MEETING

The next meeting of the Cleveland Metroparks Records Commission will take place on March 2, 2015 at 11:00 a.m. at the Overlook Room.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.



Chairperson