



## SHAKER HEIGHTS

**Records Commission  
Shaker Heights City Hall, Conference Room B  
Thursday, November 15, 2018 at 10:00 AM**

1. Approval of the November 28, 2017 meeting minutes

Documents:

[RCMINUTESDRAFT11-28-17.PDF](#)

2. Update on public records and record retention  
William Ondrey Gruber
3. Department RC-2 update submissions:  
Karen Traylor - Police Department  
Chris Stergar - Public Works  
Brandon Bowling - Recreation
4. Other
5. Adjournment

*To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.*

RECORDS COMMISSION MEETING  
City Hall - Conference Room B

November 28, 2017

Members Present: William Gruber, Director of Law  
Jeri Chaikin, Chief Administrative Officer

Member Not Present: Jeremy Bendik-Keymer, Citizen Member

The meeting was called to order by Director of Law, William Gruber at 2:05 p.m. Prior to the meeting, he Mayor appointed Alicia White as Chair of the Records Commission.

A quorum was established. Bill Gruber suggested we had Health Department go first before approval of minutes and then Communications and Marketing. This was approved by consensus.

**Sandy Hurley Presented the Health Department's RC-2**

Sandy Hurley from the Health Department presented their RC-2 and indicated the last time it was reviewed was 2012. The RC-1 in this case is a transfer of certain records to the Cuyahoga County Board of Health so they can continue on with the Shaker businesses at hand. We are required by the State of Ohio to transfer the Communicable Diseases Report from 2002 onward. We have licensed files that Cuyahoga County Board of Health will need to have for food service, retail food and public pools. These are all paper copies. The Communicable Disease copies will be going to Parma, and the licensed files (the current environmental health records) will be housed in the Cuyahoga County Board of Health. The State of Ohio requested that we file these with an explanatory letter as to why we are transferring the files.

The RC-3 needs to be done because Health's current records is not on the new form.

Proposed schedule requests disposal of all records past retention schedule on the RC-2, requesting to keep all records not past retention. For each category, there are some exceptions because there are some permanent records such as in general administration (license files for transfer station and dangerous drugs distribution). For environmental health, we are requesting the same things to dispose of what is of past retention. The exception for permanent records is the EPA records, permits for mold, Smoke Free Ohio, vaccinations for rabies, etc. There are a small amount of files that will have to go to permanent storage.

Requesting to dispose of everything past retention in nursing division. The exception are permanent records for tuberculosis (going back to the 1920s), employee health records (past, present and future), and vital statistics (transferred to the City of Cleveland).

On site storage will be held in Human Resources and Finance.

Bill Gruber moved to approve the Health Department's schedule with the amendments. The motion was seconded and approved.

**Kim Golem Presented for Communications & Marketing**

The last time their department's RC-2 was approved was 2013 and just a few changes were made:

Modified - Shaker Life Magazine  
Added - Web Based Information

Bill Gruber moved to approve the changes to the Communications & Marketing change. The motion was seconded by Jeri Chaikin. All in favor.

**Minutes**

Bill Gruber moved to approve the minutes from the previous meeting. The motion was seconded by Jeri Chaikin. All in favor. A member of the Board should sign the meeting minutes.

**Appointment of Secretary to Records Commission**

Jeri Chaikin made a motion to appoint Angela Williams as Secretary to the Records Commission. The motion was seconded by Bill Gruber. All in favor.

**Kyle Krewson Presented for Building and Housing**

At the last meeting, Kyle added a category called Miscellaneous Recordings which was rejected by the state who requested more specificity. He added digital recordings for meeting minutes for encounter and notes.

He also added FEMA and Flood Plain files. Building Department is Flood Plain Administrator and we communicate with FEMA for purposes of updating Flood Plain information. FEMA uses that information to update their maps.

Bill Gruber moved approval for the changes to the Building and Housing forms. The motion was seconded by Jeri Chaikin. All in favor.

**Police**

Are in the process of updating their forms. Need to add new computer system information and a few forms from their Solon GO permits. Will add Administrative/Miscellaneous along with new computer system. Under Equipment Violation, the description is in police terms. Many of the categories are self-explanatory and do not need an explanation. Bill Gruber offered to go over descriptions.

**Courts**

Courts are also in the process of updating their forms. Bill Gruber offered his help.

**Miscellaneous**

Everyone's retention schedule is now posted on the City's website which will help us determine who is in need of updating their retention schedule.

At the end of this year, Jeri Chaikin indicated that she needs to do a lot of clean up on the Ordinance Update list.

Bill Gruber indicated that he would like to do training on Records Retention. Jeri suggested that he coordinate with Human Resources.

Meetings should be scheduled twice per year.

The meeting was adjourned at 2:45pm

Approved: \_\_\_\_\_

Date: \_\_\_\_\_