

RECORDS COMMISSION
March 20, 2024 @ 10:00 AM

Tammy Meyer called the meeting to order.

Roll Call: Mayor Tammy Meyer (chair), Fiscal Officer Maryann Fabian, Solicitor Michele Stuck

Others Present: Councilmember Nina Schroeder (clerk)

Absent: Marty Fergus

- ❖ Maryann moved to excuse Marty; Michele seconded; all voted in favor.
- ❖ Minutes from May 2022 were read, and Michele moved to approve; Maryann seconded; all voted in favor.
- ❖ Michele moved to nominate Tammy as chair; Maryann seconded; all voted in favor.
- ❖ Tammy moved to appoint Nina as clerk; Michele seconded; all voted in favor.

New Business:

- Action Items:
 - Review and submit form RC-3 to the state auditor and Mantua Historical Society, and clarify whether related ordinances (e.g., chapter 155.03) need to be updated. (*Michele*)
 - The village joined Regional Income Taxing Agency (RITA) in January 2020. To mind Internal Revenue Service's auditing statutes, maintain local tax records for seven years, and propose destruction of said records in 2028. (*Maryann*)
 - Propose email records for destruction (by category) at the next records commission meeting. (*all*)
 - Draft a directive to department heads, employees, elected officials, etc. to advise of individual records retention responsibilities and the proposal process for destroying records. (*Tammy*)
 - The commission will meet again at 10 a.m. on June 5, September 4, and November 6. Publish said meeting times. (*Michele*)
- Recommendations:
 - A proposal of records for destruction was reviewed, including the following mayoral, fiscal, and service records: 130 employee files from July 1987 to December 2021, 101 applications and résumés from January 2007 to December 2021, taped recordings dating back to 2001, engineering applications from 2013, minutes/notes from 1994 regarding the St. Rt. 44 corridor, mayoral notes from 1998 to 2005, budget meeting notes from 2018 to 2022, presentation materials from 2008, audit reports from council meetings dated 2007 to 2019, purchase orders from 2005 to 2020, an insurance policy from 2015, water/sewer reports/meter readings from 2003 to 2020, miscellaneous council files from 2014 to 2020, and floppy/compact disks with minutes and back-ups from 1995 to 2018.
 - ❖ Maryann moved to dispose of proposed records; Michele seconded; all voted in favor.
- Discussions:

- Employees/elected officials are responsible for managing their own records, including emails. An email's content determines its retention, and it is generally the responsibility of the sender to retain an email as they would a paper document:
 - Non-records (e.g., personal notes, general conversations, etc.) may be deleted any time; transitory emails (e.g., draft publications, reports, memoranda, meeting notices, etc.) may be deleted when they no longer have administrative value; intermediate emails (e.g., budget materials, vendor correspondence, etc.) may be deleted after one year; and permanent documents (e.g., long-term budgets, capital improvement projects, staff meeting minutes, memos, etc.) must be retained for at least two years.
 - Personal phones and emails used for public work are also subject to records retention.

Tammy moved to adjourn at 10:22 a.m.; Michele seconded; all voted in favor.