

MINUTES
RECORDS COMMISSION MEETING
Thursday, March 30, 2023 - 2:00 PM
Canton City Hall 6th Floor Conference Room

I. Call to Order

The meeting was called to order at 2:00PM by Mayor Bernabei.

II. Roll Call

The following members were present:

Thomas Bernabei, Mayor

Jason Reese, Law Director - represented by Tami Ketler

Richard Mallonn, Auditor

John Runion, Citizen Member

Others Present:

John Highman

Wendy Heslink

III. Agenda Updates

None

IV. Approval of Minutes

Motion by Runion, seconded by Mallonn to approve the minutes from the Records Commission Meeting held November 17, 2022.

Discussion: None

Vote: Motion passed by a voice vote.

V. Old Business

1. There was no old business.

VI. New Business

1. Approval of RC-2 Records Retention Schedules

a) Civic Center RC-2

Motion by Runion, seconded by Mallonn to approve the Civic Center RC-2, as presented.

Discussion: None

Vote: Motion passed by roll call vote.

b) DMV RC-2

Motion by Runion, seconded by Mallonn, to approve the DMV RC-2, as presented.

Discussion: None

Vote: Motion passed by roll call vote.

c) Mayor's Office RC-2

Motion by Runion, seconded by Ketler to approve the Mayor's Office RC-2, as presented.

Discussion: None

Vote: Motion passed by roll call vote.

d) SanitationRC-2

Motion by Runion, seconded by Ketler to approve the Sanitation RC-2, as presented.

Discussion: None

Vote: Motion passed by roll call vote.

e) Streets RC-2

Motion by Runion, seconded by Mallonn to approve the Streets RC-2, as presented.

Discussion:

#23-43 - retention should be 25 years

#23-44 - retention should be 25 years

Motion by Runion, seconded by Mallonn to amend the motion to approve the Streets RC-2, as amended.

Vote: Motion to amend passed by voice vote.

Vote: Motion to approve the Streets RC-2, as amended, passed by roll call vote.

2, Training session for all City records custodians will be planned soon.

VII. Adjournment

Motion by Runion, seconded by Mallonn to adjourn this meeting.

Vote: Motion passed by voice vote.

Meeting adjourned at 2:06 PM.