

Records Commission Meeting Minutes

Thursday, August 26, 2021

Canton City Hall 6th Floor Conference Room

I. Call to Order

- a. Mayor Bernabei called the meeting to order at 2:06 PM

II. Roll Call

- a. John Highman called roll. The following members were in attendance:
 - i. Mayor Thomas M. Bernabei
 - ii. R.A. Mallonn, Auditor
 - iii. Cynthia Russell, representing Law Director Kristen Bates-Aylward
 - iv. John Runion, Citizen Member

III. Agenda Updates

- a. There were no updates to the agenda.

IV. Approval of Minutes – Thursday, February 25, 2021

- a. **Motion:** Member Runion made a motion to approve the February 25, 2021 minutes as presented. Auditor Mallonn seconded.
- b. **Discussion:** None
- c. **Vote:** The motion passed by a unanimous voice vote.

V. Old Business

- a. There was no old business.

VI. New Business

- a. Approval of RC-2 Records Retention Schedules
 - i. Civil Service, Engineering, and Mayor's Office
 1. **Motion:** Member Runion made a motion to approve the Civil Service, Engineering, and Mayor's Office records retention schedules. Auditor Mallonn seconded.
 2. **Discussion:** Member Runion noted the following items needed to be corrected:
 - a. "City of Canton" needed added to the Engineering and Mayor's Office schedules.
 - b. Member Runion stated that CSC-8 should be changed to 2 years, CSC-9 should be changed to 2 years, CSC-11 should be changed to 1 year, CSC-13 should be changed to "until superseded or obsolete," and CSC-18 should be changed to 3 years.
 3. **Amended Motion:** Mayor Bernabei made a motion to amend the previous motion to include the changes outlined by Member Runion. Member Runion seconded.
 4. **Vote:** The motion passed by a unanimous roll call vote.

VII. Adjournment

- a. **Motion:** Member Runion made a motion to adjourn at 2:16 PM. Auditor Mallonn seconded.
- b. **Vote:** The motion passed by a unanimous voice vote.