

Records Commission Meeting Minutes

Thursday, November 18, 2021

Canton City Hall 6th Floor Conference Room

I. Call to Order

- a. Mayor Bernabei called the meeting to order at 2:02 PM

II. Roll Call

- a. John Highman called roll. The following members were in attendance:
 - i. Mayor Thomas M. Bernabei
 - ii. Cynthia Russell, representing Law Director Kristen Bates-Aylward
 - iii. 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 August 26, 2021 minutes as presented. Member-by-proxy Russell 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. Engineering, Health and Human Resources
 1. **Motion:** Member-by-proxy Russell made a motion to approve the Engineering, Health and Human Resources records retention schedules. Member Runion seconded.
 2. **Discussion:**
 - a. Service Director Highman noted the correction to the Engineering records retention schedule following the last meeting. He presented the new retention schedules from Health and Human Resources.
 - b. Member Runion noted the State has recently changed the contract retention period to six (6) years. He will provide an example of updated language to use at the next meeting.
 3. **Vote:** The motion passed by a unanimous roll call vote.

VII. Adjournment

- a. **Motion:** Member Runion made a motion to adjourn at 2:07 PM. Member-by-proxy Russel seconded.
- b. **Vote:** The motion passed by a unanimous voice vote.