

City of Canton Records Commission
Mayor's Office Conference Room: 8th Floor City Hall
218 Cleveland Ave. SW
Canton, Ohio 44702

2/20/2020 - Minutes

1. Call To Order

- John Highman, Secretary, designated Chairperson by Mayor Thomas M. Bernabei for today's meeting, called the meeting to order at 2:00 PM.

2. Roll Call

Christopher Hardesty called roll. The following members were in attendance:

1. John Highman, representing Mayor Thomas M. Bernabei
2. John Runion, Citizen Member
3. R.A. Mallonn, Auditor
4. Cynthia Russell, representing Law Director Kristen Bates-Aylward

Others present

1. Christopher Hardesty - Mayor's Office

3. Agenda Updates

There were no updates to the agenda.

4. Approval Of Minutes

4.I. Thursday, December 12, 2019

- **Discussion:** None
- **Motion:** Citizen Member John Runion made the motion to approve the minutes from the December 12, 2019 meeting. Auditor mallonn seconded. The motion passed by a unanimous voice vote.

5. Old Business

6. New Business

6.I. Approval Of RC-1 One-Time Disposal Request

Health Department & Treasurer's Office

- **Discussion:** John Highman notes that both of these RC-1s are a continuation of the asbestos abatements on the 2nd floor of the Sear's Building. The December records commission meeting approved the Building Department's RC-1 and these would be the RC-1s for the Health Department and Treasurer's Office. This will close out the problem and the abatement will be finished on February 21, 2020.
- **Motion:** Citizen Member John Runion made a motion to approve the RC-1s from the Health Department and Treasurer's Office. Auditor Mallonn seconded. The motion passed by a unanimous voice vote.

6.II. Approval Of RC-2 Records Retention Schedules

Auditor's Office, Building Code, Information Technology, Mayor's Office, and Purchasing Department

- **Discussion:** Citizen Member John Runion stated that he has checked through all of these and they are in order. Designated Chairperson John Highman stated that the Auditor's Office has submitted an addendum to theirs and the remaining four are submissions for replacement of the previous because of revisions to RC-2 Records Retention Schedules.
- **Motion:** Citizen Member John Runion made a motion to approve all five of the RC-2s as submitted, seconded by Auditor Mallonn.

Designated Chairperson John Highman thanked Member Runion for working with the departments in correcting issues identified in the previous meeting.

The motion passed by a unanimous voice vote.

7. Adjournment

- **Motion:** Citizen Member John Runion made a motion to adjourn the meeting at 2:05 PM, Auditor Mallonn seconded. The motion passed by a unanimous voice vote.

For additional information, please contact Christopher Hardesty by phone at (330) 438-4306 or by email at Christopher.Hardesty@CantonOhio.gov