

**MINUTES OF THE MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

April 17, 2012

The Records Commission met on this date, Tuesday, April 17, 2012, 11:00 a.m. at Cleveland Metroparks Administrative Office, 4101 Fulton Parkway, Cleveland, Ohio.

The roll call showed Chairperson Thomas R. Coles, Legal Representative Rosalina Fini, Fiscal Representative David J. Kuntz, Secretary Christina M. Anderson and Members Carl Casavecchia and Cindy Price and retiring Member Richard Miller to be present. It was determined that there was a quorum.

APPROVAL OF MINUTES.

It was moved by Rose Fini, seconded by Richard Miller, and carried, to approve the minutes from the meeting of December 6, 2011.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Anderson, Casavecchia, Miller

Nays: None

Abstain:

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

1. Discussion of Revisions to Records Retention Schedule

Christina Anderson reported that as discussed at the December 6, 2011 meeting and in accordance with HIB 153, the Ohio Historical Society in an effort to streamline has revised their RC-2 and RC-3 process. As anticipated, Ms. Anderson worked with Department Liaisons to update the RC-2 Schedule of Records Retention and Disposition. Due to organization changes, records previously listed on the Park Operations or Marketing schedules that pertain to Golf are now listed in dedicated Golf schedule. Other edits included addition of media types to include records that are now stored electronically.

2. *Ohio Electronic Records Committee (ERC)*

Rose Fini advised that a number of Ohio Electronic Records Subcommittees have been recently active and have been posting information on their website. Subcommittees are working on topics such as Cloud Computing, Databases as Public Records, Social Media and Web Content Management. Christina Anderson will monitor the website check for subcommittee updates to share with the Records Commission and other Cleveland Metroparks employees who may find the information useful.

3. *Historical Records Task Force Update*

Carl Casavecchia, Historical Records Task Force Chair reported that Judy Mackeigan has been working on the 95th Anniversary display that will be installed in the Administration Building in the hallway leading to the Board Room. She is also evaluating options for software to aid in the digital imaging of historical documents. Ms. Fini provided Guidelines for Digital Imaging of Documents to Carl Casavecchia to share with the Historical Records Task Force.

Chairperson Coles commented on Judy's passion for the work she is performing for Cleveland Metroparks. Her seasonal position is currently funded through the end of 2012. A presentation to the Board of Park Commissioners may coincide with the 95th Anniversary of Cleveland Metroparks later this year.

ACTION ITEM.

1.) *Approval of RC-2 Records Retention Schedule*

Background

As anticipated per discussion at the CMRC Meeting on December 6, 2011, a new RC-2 Records Schedule has been prepared in accordance with the revised Ohio Historical Society procedures under H.B. 153.

RECOMMENDED ACTION:

That the Commission approve the Schedule of Records Retention and Disposition (Form RC-2) dated April 17, 2012 for submission to, and approval by, Ohio Historical Society and Ohio Auditor of State.

It was moved by Carl Casavecchia, seconded by Rose Fini, and carried, to approve the Schedule of Records Retention and Disposition (Form RC-2) dated April 17, 2012 for submission to, and approval by, Ohio Historical Society and Ohio Auditor of State.

Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Casavecchia, Miller and Anderson

Nays: None

Discussion: Chairperson Coles suggested a few edits to the RC-2 Schedule as follows:

1. Schedule Number 1679 was a duplicate entry to be deleted;
2. Schedule Number 1685 add "unless claim pending" to retention period;
3. Schedule Number 1759, 1760, 1761, add "permanent to retention period.

RECOMMENDED ACTION:

That the Commission approve the amendments to the Schedule of Records Retention and Disposition (Form RC-2) dated April 17, 2012 for submission to, and approval by, Ohio Historical Society and Ohio Auditor of State with the edits outlined in the minutes

It was moved by Rose Fini, seconded by Carl Casavecchia, and carried, to approve the amendments to the Schedule of Records Retention and Disposition (Form RC-2) dated April 17, 2012 for submission to, and approval by, Ohio Historical Society and Ohio Auditor of State.

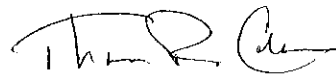
Vote on the motion was as follows:

Ayes: Coles, Fini, Kuntz, Casavecchia, Miller and Anderson

Nays: None

ADJOURNMENT.

The meeting was adjourned at 11:33 a.m.



Chairperson