

Public Records Commission Meeting Minutes
March 8, 2023

Convened: 10:07am

Commission Attendance: Diana Cooks, David Dewes, Julie Kreiner, Mayor John Licastro, David Matty, Timothy O'Haire and Mary Ranney

The Fiscal Office, Building and Police Departments have no request for record destruction.

The Clerk of Court asked for clarification of Schedule #1-020 under the General Administrative Records of the Village's Records Retention Schedule (RC-2), re: copies of Court passthrough documents to Cleveland Municipal Court.

Action: Commission passed a motion to copy the verbiage of #1-020 to be mirrored by adding #04-014 in Section 4 of the Village's (RC-2). The Clerk of Court will submit requested changes to the Public Records Office which will in turn submit the updated RC-2 to the Ohio Historical Society for further approval.

There were roughly 9,400 building department documents scanned and indexed and preparing for storage.

Adjourned: 10:48am