

LAKEWOOD RECORDS COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON
FEBRUARY 6, 2017 IN THE LAW CONFERENCE ROOM
AT 12650 DETROIT AVENUE, LAKEWOOD, OHIO

Meeting was called to order at 6:37 P.M. Roll Call Present: Chairman, Mayor Michael Summers, Law Director, Kevin Butler, Finance Director, Jennifer Pae and Brian Bardwell.

3 members of the public were present for the meeting.

All members are present. Mr. Summers asked the other members if there were any changes to the minutes from the meeting held on June 6, 2016. No changes were noted and the minutes will stand as written without the necessity of a reading.

Motion by Mr. Butler and second by Mr. Bardwell to approve the minutes as written.
Ayes: 4 Nays: 0

New Business:

1. General Discussion regarding public records

Mrs. Petrus reported that the Record Retention Schedules are now posted on the city website. Mayor Summers asked Mr. Butler if the city was considering putting the record request log on the city website. Mr. Butler indicated that a list of all the hospital related record requests was being compiled to post on the city website. Some requests are easier to fill than others and may be able to be responded to in one day. Mr. Butler is inquiring how the log can be updated in real time.

Mayor Summers reported that the city is looking into an upgraded Computer Aided Dispatch (CAD) system to allow the city to share more information with the public.

Mayor Summers asked Mr. Bardwell if he knew of any other municipalities that are getting more information out to the public and are doing it well to please let the Record Commission members know.

Mr. Bardwell indicated that there are no new filings pending before the House Committee that would impact our local government records.

Mayor Summers called for a motion to adjourn.

Motion by Mr. Bardwell second by Mrs. Pae to adjourn the meeting.
Ayes: 4 Nays: 0

Meeting adjourned at 6:58 p.m.

**Approved and signed on
September 18, 2017**