

LAKWOOD RECORDS COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON
SEPTEMBER 17, 2018 IN THE LAW CONFERENCE ROOM
AT 12650 DETROIT AVENUE, LAKEWOOD, OHIO

Meeting was called to order at 6:03 P.M. Roll Call Present: Chairman, Mayor Michael Summers, Law Director, Kevin Butler, Finance Director, Jennifer Pae, Brian Bardwell, Maureen Bach, Legislative Liaison, and Council members Rader and George.

Mr. Summers asked the other members if there were any changes to the minutes from the meeting held on March 5, 2017. 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:

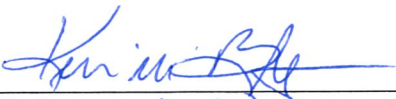
1. Discussion with City Council Legislative Liaison, Maureen Bach regarding the record retention schedule for City Council

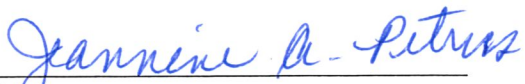
The first question raised was regarding the paper and the need to keep it or what other options are there for storage. Since most of the council records are required to be kept permanently, the commission members are in favor of scanning the record and disposing of the paper when possible. Mrs. Pae stated that the Human Resources office is under taking the task of having all the old personnel records scanned by an outside company and this would be a possibility. Getting the older records scanned first would probably be the first step. Mrs. Bach reported that the most used records are those that are online and searchable. Mrs. Bach also wants to speak with some other cities to see how they keep their records.

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

Meeting adjourned at 6:25 p.m.

4/15/19
Date approved


Chairman (Acting)


Secretary