

**MINUTES OF THE RECORDS COMMISSION MEETING
SHEFFIELD LAKE, OHIO
February 13, 2024**

This meeting of the Records Commission was held Tuesday, February 13, 2024. Mayor Radeff called the meeting to order at 6:24 pm.

*******ROLL CALL OF MEMBERS*******

Present: Mayor Radeff, Law Director Graves, Finance Director Fallis. Council President Rosso, Council Clerk Randolph.
Excused: None.
Attending: None.

Approval of Minutes: N/A

Correspondence: None.

New Business: Approval of Revised Record Retention Schedule. Law Director Graves states this meeting was called to order pursuant to Chapter 164 of the codified ordinances of the City of Sheffield Lake. The primary purpose of today is to review a proposed new records retention schedule known as an RC2 through the Ohio History Connection. The City of Sheffield Lake did prepare and adopt a records retention schedule in 2008. Under the old rules, anytime records were destroyed, we had to provide notice in the form of an RC3 to the Ohio History Connection. In 2017 the laws changed. Now, once this is approved by the state, they will send it back indicating categories of records that would require notice and otherwise the records would be able to be destroyed when they reach their life expectancy under the schedule. This proposed schedule has been circulated to all of the depts. of the city and have been reviewed, everyone agrees with it to my knowledge. *Motion by Rosso/Second by Fallis to approve the record retention schedule. ROLL CALL: Radeff, Graves, Fallis, Rosso. Yeas All.

Old Business: None.

MEETING ADJOURNED: With no further business before this board, *Motion by Graves/Second by Fallis to adjourn at 6:27 PM. Yeas All.

CLERK OF COMMITTEE AFFIRMATION: This Meeting Of The City Committee Of The City of Sheffield Lake, Ohio Was Held and Conducted Under All Rules and Regulations Governing The Sunshine Laws Of The State Of Ohio As They May Apply. All meetings are recorded and available in council's office.

CLERK OF COUNCIL

Brandy Randolph

I, Brandy Randolph, duly appointed Clerk of the Records Commission of Sheffield Lake DO HEREBY CERTIFY that this is a true and exact copy of the Minutes of the Records Commission meeting of February 13, 2024.

CHAIRPERSON

Rocky Radeff

PRESIDENT OF COUNCIL

Rick Rosso