

Lyndhurst, Ohio

April 7, 2022

The Records Commission of Lyndhurst met on Wednesday, April 7, 2022 at 10:00 a.m. in the Conference Room of the Lyndhurst Municipal Center, Mayor Patrick A. Ward presiding.

Present: Mayor Patrick Ward, Chief Executive;  
Mary Kovalchik, Chief Fiscal Officer;  
Ray Schmidlin, Assistant Director of Law;  
Clarice White, Citizen and Mayor's Office Designee;  
Kelly Miller, Acting Secretary and Council Designee.

It was moved by Mrs. Miller, seconded by Mrs. Kovalchik, that the reading of the minutes of the Records Commission meeting held Wednesday, September 29, 2021, copies of which were distributed to all members, be dispensed with, and said minutes stand approved as circulated.

The question was put to a voice vote and passed unanimously.

**MAYOR/CHIEF EXECUTIVES REPORT** – Mayor Ward had nothing to report.

**RECORDS COMMISSION** – The Commission did not have a formal report. Mrs. Miller reminded the members that the purpose of this meeting is to review and approve Records Retention Schedules that have been submitted by the various departments. An RC-2 was submitted for both the Lyndhurst Community Improvement Corporation and the Finance Department.

Mrs. Kovalchik explained the reasoning a retention schedule has been created for the LCIC is due to a mandate by the State Auditor. She commented a letter of no activity has been previously reported since incorporating in 2002; however, the policy requirements have changed. Additionally, Mrs. Kovalchik stated revisions were made to the RC-2 for the Finance Department.

It was moved by Mrs. Kovalchik, seconded by Mrs. White, to accept and approve the retention schedules for both the LCIC and the Finance Department.

The question was put to a voice vote and passed unanimously.

Mrs. Kovalchik led a brief discussion concerning electronic records, including email. It was suggested to have an additional discussion with the department designees at the next scheduled meeting.

Mrs. Miller mentioned social media and employee usage relevant to public records. Mrs. Kovalchik remarked updates are being made to the employee handbook and she will revisit the social media policy.

With no other business to discuss, the meeting was adjourned at 10:25 a.m.

Approved: October 20, 2022

Attest: \_\_\_\_\_  
Acting Secretary

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Mayor, Chief Executive