

Lyndhurst, Ohio  
March 21, 2018

The Records Commission of Lyndhurst met on Wednesday, March 21, 2018 at 9:35 a.m., in the Conference room of the Lyndhurst Municipal Center, 5301 Mayfield Road.

Present: Mayor Patrick Ward, Chief Executive;  
Paul Murphy, Director of Law;  
Clarice White, Citizen and Mayors Office Designee;  
Kelly Miller, Acting Secretary and Council Designee;  
Melissa DiGeronimo, Finance Designee;  
Melissa Franco, Service Department Designee;  
Melissa Weldon, Community Center Designee;  
Dave Strasshofer, Police Department Designee;  
Kim Foran, Police Department Designee.

Absent: Mary Kovalchik, Chief Fiscal Officer;  
Sheila Manfredi, Building Department Designee;  
Dave Young, Fire Department Designee.

It was moved by Mayor Ward, seconded by Mrs. Franco, that the reading of the minutes of the Records Commission held Tuesday November 21, 2017, copies of which were e-mailed to all members, be dispensed with and said minutes stand approved as circulated.

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

Mr. Murphy read aloud the policy regarding the appointment of a secretary.

It was moved by Mayor Ward to appoint Kelly Miller as the Records Secretary, seconded by Mr. Murphy.

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

**MAYOR/CHIEF EXECUTIVES REPORT** – Mayor Ward commented every department has been doing a good job following the records retention policy. He added while cleaning up we have been able uncover historical items.

**RECORDS COMMISSION** – Commission had no report.

**APPOINTED SECRETARY** – Mrs. Miller thanked everyone for their attendance. She stated a Retention Schedule was prepared and will be used as a guideline. Mrs. Miller announced the last time the RC-2 was approved by the State of Ohio was August 20, 2014. She stated this is the year to send an update. Mrs. Miller mentioned she has already met with several designees about the preparation of their RC-2 paperwork. She plans to send the completed RC-2 packet to the Ohio History Connection in April and asked the designees to send their paperwork to her as soon as possible.

Mrs. Miller also commented that during the Records training she attended on February 16, 2018 with Mrs. DiGeronimo, they were told it is acceptable to retain historical documents; however, to keep in mind everything you keep becomes public record.

**DEPARTMENTAL DESIGNEES** – Designees had nothing to report.

Mrs. Franco inquired if departmental documents can be shredded at the community shred day rather than scheduling a separate date.

Mrs. DiGeronimo suggested it might be helpful if other designees attend a Records training if they have not done so already.

The next meeting will be scheduled once the paperwork is received back from the State.

It was moved by Mr. Murphy, seconded by Mayor Ward, that the meeting be adjourned.

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

Meeting adjourned at 9:45 a.m.

Approved: September 20, 2018

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

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Mayor, Chief Executive