

Lyndhurst, Ohio
October 20, 2022

The Records Commission of Lyndhurst met on Thursday, October 20, 2022 at 1:00 p.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;
John Luskin, Director of Law;
Ray Schmidlin, Assistant Director of Law;
Clarice White, Citizen and Mayor's Office Designee;
Kelly Miller, Acting Secretary and Council Designee;
Melissa DiGeronimo, Finance Department Designee;
Melissa Franco, Service Department Designee;
Kim Foran, Acting Police Department Designee;
Nick Martin, Acting Fire Department Designee.

It was moved by Mr. Luskin, seconded by Mrs. Kovalchik, that the reading of the minutes of the Records Commission meeting held Wednesday, April 7, 2022, 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 reminded everyone of the shred event scheduled this Saturday. He remarked how each department should use this opportunity for records destruction per their retention schedules.

RECORDS COMMISSION – The Commission did not have a formal report. Mrs. Miller shared several options to attend Sunshine Law training virtually. She asked that anyone who attended a records training to submit a copy of their completion certificate or attendance log to Louis for auditing purposes.

Mrs. Kovalchik shared that she attended an online training through the Auditor of State website.

Mrs. Miller said she would forward the link out to the designees for anyone that might be interested.

Mrs. DiGeronimo inquired about the procedure for updating department RC-2 forms.

Mrs. Miller stated any updated forms should be sent to the Records Commission for approval. Once approved by the Commission, the secretary will send them electronically to the state for review.

Mrs. Kovalchik briefly spoke about electronic records including how they are currently being backed up. She also talked about designating a timeframe to purge emails; however, it will depend on the retention period for each department.

Mayor Ward suggested a citywide Electronic Records Schedule be established.

Mrs. Miller stated she would follow up with each department to find out the retention schedule for email correspondence.

With no other business to discuss, the meeting was adjourned at 1:39 p.m.

Approved: May 11, 2023

Attest: _____
Acting Secretary

Mayor, Chief Executive