

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, March 24, 2022**

ROLL CALL

Cathy Myers called the meeting to order at 9:35 a.m. with the following members in attendance: Michelle Reeder, John Orzech (City Manager designee) Dennis Muratori, Sarah Chiappone (Law designee) and Cathy Myers.

APPROVAL OF MINUTES

Upon motion of John Orzech and second of Michelle Reeder, the members voted to approve the minutes of the 11.18.21, Records Commission meeting. Vote – all. Cathy Myers declared the motion passed.

CURRENT BUSINESS

Cathy Myers welcomed new member Sarah Chiappone from the Law Department as designee for Brendan Heil to the Records Commission. John Orzech made motion, seconded by Michelle Reeder to accept and submit RC-2s for Administrative Services, Commission Office, Finance Department, and the Police Department (a corrected RC-2 is needed). Motion Carried. Michelle Reeder made motion, seconded by Denny Muratori to accept and submit RC-3s for the City Manager’s Office, Commission Office, Finance Department, and the Police Department. Motion carried. Cathy Myers will send RC-2s & RC-3s to the Ohio Historical Society for approval to destroy in 15 days.

OLD BUSINESS

John Orzech remarked that permanent record storage for Commission and Law will be housed at the new Justice Center. Cathy Myers informed that she was investigating software programs for Commission document storage. Michelle Reeder said she had a suggestion that she was familiar with for her.

NEW BUSINESS

No new business.

The next Records Commission meeting is scheduled for October 20, 2022, at 9:30 a.m.

ADJOURNMENT

Upon motion of John Orzech, the meeting was adjourned at 9:46 a.m.

APPROVED:



John Orzech/City Manager’s Designee

ATTEST:



Cathy Myers, Commission Clerk