

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, MARCH 25, 2021**

McKenzie Spriggs called the meeting to order at 9:00 a.m. with the following members in attendance: Brendan Heil, Michelle Reeder, John Orzech (City Manager designee) and McKenzie Spriggs. Absent: Stephen Sturgill.

All were in attendance via teleconference due to the COVID-19 pandemic, and the meeting was posted to YouTube.

APPROVAL OF MINUTES

Upon motion of John Orzech and second of Michelle Reeder, the members voted to approve the minutes of the November 19, 2020, Records Commission meeting. McKenzie Spriggs declared the motion passed.

CURRENT BUSINESS

Upon motion of Michelle Reeder and second of Brendan Heil, the members voted to approve the RC-2 Schedule of Records Retention for the Public Works Department: Oakland Cemetery, Horticulture & Greenhouse, and Public Services.

Discussion: None.

Roll call: Yeas: Michelle Reeder, Brendan Heil, John Orzech, McKenzie Spriggs. McKenzie Spriggs declared the motion passed.

Upon Motion of John Orzech and a second of Michelle Reeder, the members voted to approve the RC-3 Certificate of Records Disposal forms for the Law Department, Finance Department and Public Works, including divisions Oakland Cemetery, Horticulture and Public Services.

Discussion: The finance department accidentally submitted an RC-2, rather than an RC-3. A corrected version that was not included in the agenda was shown to the members. If approved, these documents will be sent to the Ohio History Society for their approval, before moving on with the necessary disposal.

Roll call: Yeas: Michelle Reeder, Brendan Heil, John Orzech, McKenzie Spriggs. McKenzie Spriggs declared the motion passed.

OLD BUSINESS

None.

NEW BUSINESS

McKenzie Spriggs will be sharing upcoming records trainings with the administrative staff as they become available.

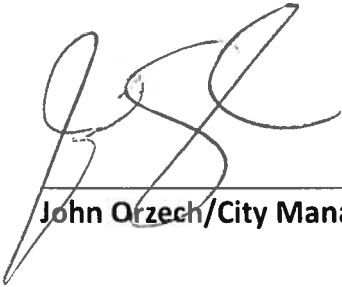
The next Records Commission meeting has been scheduled for October 21, 2021 at 9:30 a.m.

ADJOURNMENT

Upon motion of John Orzech and second of Michelle Reeder, the members voted to adjourn at 9:07 a.m.

APPROVED:

ATTEST:



John Orzech/City Manager's Designee



McKenzie Spriggs, Commission Clerk