

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, OCTOBER 25, 2018**

Kelly Kresser called the meeting to order and the following responded to the Roll Call: Trevor Hayberger, Hank Solowiej, Eric Wobser and Kelly Kresser.

ABSENT/EXCUSED: Dan Poggiali

APPROVAL OF MINUTES

Upon motion of Trevor Hayberger and second of Hank Solowiej, the members voted to approve the minutes of the April 26, 2018, Records Commission meeting. Ms. Kresser declared the motion passed.

CURRENT BUSINESS

Upon motion of Hank Solowiej and second of Trevor Hayberger, the members voted to approve the RC-2 Retention schedule for the Division of Code Enforcement.

Discussion: Kelly Kresser said Kelly Kromer prepared this schedule for Code Enforcement as since taking over in this Division, she was unable to locate one all-encompassing retention schedule. This RC-2 includes all records generated by the Division of Code Enforcement.

There being no further discussion, Kelly Kresser declared the motion passed.

Upon motion of Hank Solowiej and second of Trevor Hayberger, the commission voted to approve the RC-3 Records Disposal requests from the Engineering Division and the Law Department.

Discussion: Kelly Kresser said these records are all on the respective RC-2's and are scheduled for destruction according to those schedules. Both Megan Stookey (Engineering) and Paige Doster (Law) are trying to line up destruction for as many records as possible prior to the relocation of City Hall.

OLD BUSINESS

None.

NEW BUSINESS

Eric Wobser mentioned Dan Poggiali's upcoming retirement with Sandusky City Schools and said he may no longer be interested or able to be on the Records Commission after January 1. Trevor Hayberger said he would contact him so a replacement can be found, if necessary.

The next Records Commission meeting is scheduled for February 7, 2019 at 9 a.m.

ADJOURNMENT

Upon motion of Hank Solowiej and second of Trevor Hayberger, the members voted to adjourn at 9:25 a.m.

APPROVED:



Eric Wobser/Chairperson

ATTEST:



Kelly Kresser, Clerk/Member