

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
WEDNESDAY, NOVEMBER 13, 2019**

Kelly Kresser called the meeting to order at 8:05 a.m. with the following members in attendance: Trevor Hayberger, Sally Martin, Stephen Sturgill and Kelly Kresser. Additionally, Leslie Mesenburg (City Manager's Office) and Kristen Barone (Planning Department) were in attendance.

**APPROVAL OF MINUTES**

Upon motion of Trevor Hayberger and second of Steve Sturgill, the members voted to approve the minutes of the February 7, 2019, Records Commission meeting. Kelly Kresser declared the motion passed.

**CURRENT BUSINESS**

Upon motion of Steve Sturgill and second of Kelly Kresser, the members voted to approved the RC-2 Schedule of Records Retention forms for the Law Department and the Commission Clerk.

*Discussion:* Kelly Kresser said these retention schedules have been updated to reflect new records kept by each respective office.

Kelly Kresser declared the motion passed.

Upon motion of Trevor Hayberger and second of Steve Sturgill, the members voted to approve the RC-3 Certificates of Records Disposal forms for the Law Department, Commission Clerk and City Manager's Office.

*Discussion:* Kelly Kresser said the volume of these records may be such that they can be done in-house with the shredder rather than utilizing AllShred. Trevor Hayberger asked if Goodwill Industries still provided this service and it is believed they do.

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

Trevor Hayberger said with the relocation of City Hall, there may be a need for Eric Wobser to check with the Directors to make sure records are being disposed of rather than relocating them at some point.

Kelly Kresser said several employees attended the recent Public Records training session held at BGSU/Firelands. Trevor Hayberger said he was made aware from his employees who attended there was discussion about the retention period for emails. He stated we should be keeping

emails on a schedule according to their topic rather than simply as "email(s)". If they are made to be part of a file on a specific topic, their retention period would become part of that particular file. Kelly Kresser suggested talking about these issues at the Director's meeting.


Leslie Mesenburg asked about the retention of social media records/accounts since she did not believe they were on any schedules. Trevor Hayberger said he will check with the IT Manager Stuart Hamilton about these.

The next Records Commission meeting was scheduled for April 15, 2020 at 9 a.m.

**ADJOURNMENT**

Upon motion of Trevor Hayberger and second of Sally Martin, the members voted to adjourn at 10: 25 a.m.

**APPROVED:**



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Eric Wobser/Chairperson  
John Orzech for Eric Wobser

**ATTEST:**



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Kelly Kresser, Clerk/Member  
app. 6.25.20