

**RECORDS COMMISSION MEETING AGENDA
FEBRUARY 7, 2019 AT 9 A.M.**

ROLL CALL Trevor Hayberger, Hank Solowiej, Dan Poggiali,
Eric Wobser & Kelly Kresser

APPROVAL OF MINUTES October 25, 2018

CURRENT BUSINESS RC-3 – Records Disposal

- Law Department
- Division of Code Enforcement
- Division of Building
- Division of Engineering

OLD BUSINESS

NEW BUSINESS

NEXT MEETING (Proposed) Thursday, April 11 at 9 a.m.

ADJOURN

**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 Dan Poggiali and second of Hank Solowiej, the members voted to adjourn at 9:25 a.m.

APPROVED:

ATTEST:

Eric Wobser/Chairperson

Kelly Kresser, Clerk/Member

DRAFT



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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

City of Sandusky	Law Department	Paige Doster	419-627-5852	Law Department
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
222 Meigs Street	Sandusky	44870	Erie	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

_____	Law Director	419-627-5852
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: pdoster@ci.sandusky.oh.us and kkresser@ci.sandusky.oh.us

***Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.***



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Executive Correspondence	00-00003	6/28/06	Paper (2 Boxes)	None	2000 – 2005		2/28/19	
Professional Organizations & Association Files	00-00014	6/28/06	Paper (2 Boxes)	None	2000 – 2015		2/28/19	
General Administrative Files	00-00015	6/28/06	Paper (6 ½ Boxes)	None	2000 - 2015		2/28/19	
Civil Case Files	00-00036	6/28/06	Paper (4 Boxes)	None	1994 – 2008		2/28/19	
Legal Research	00-00037	6/28/06	Paper (2 Boxes)	None	2000 - 2015		2/28/19	
Prosecutor Forms Requesting the Filing of Criminal Charges	00-00043	6/28/06	Paper (½ Box)	None	2016		2/28/19	



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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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City of Sandusky	Division of Code Enforcement	Kelly Kromer	419-627-5913	Code Enforcement office (first floor)
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
222 Meigs St	Sandusky	44870	Erie	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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(Signature of Responsible Official)	(Title)	(Telephone number)
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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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City of Sandusky

Division of Code Enforcement

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Housing Appeals Board meeting agendas	18-6	10/29/2018	Paper	n/a	June 2007-Dec 2016			
Housing Appeals board case files	18-4	10/29/2018	paper	n/a	June 2006-Dec 2016			
Rental Registration files/invoices	18-8	10/29/2018	Paper	n/a	2004-2006 2013 Jan 2016-Dec 2016			
Land Bank Committee agendas and Case files	18-21	10/29/2018	paper	n/a	2006-2013 2015-2016			



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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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City of Sandusky	Division of Building Inspection	Matt Lasko	419-627-5707	City Service Complex
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
222 Meigs St	Sandusky	44870	Erie	2/4/2019
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	Chief Development Officer	419-627-5707
(Signature of Responsible Official)	(Title)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Residential Construction Plans & Master Files	15-00040	8/14/2015	Paper		1973, 1987, 1989, 1990 – 2007 2011 - 2013			
Commercial Applications & Permits for Building, Electrical, Mechanical & Plumbing	15-00051	8/14/2015	Paper		1973, 1987, 1989, 1990 - 1999			
Commercial Construction Plans & Master Files	15-00041	8/14/2015			1958 - 2005			



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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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City of Sandusky	Engineering	Aaron M. Klein	419-627-5829	City Hall & Service Cntr.
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
222 Meigs St	Sandusky	44870	Erie	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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Director of Public Works	419-627-5829
(Signature of Responsible Official)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Statement of Qualifications	00-00067		Paper		2014 - 2015			
Unsuccessful Bids	00-00059		Paper		2016			
Purchase Orders and Invoice Copies	00-00031		Paper		2015 - 2016			
Project Files (Copies of Old WWTP Projects)	00-00041	10/27/2017	Paper		1995 – 2001 1978 – 1992			
General Correspondence	00-00004	10/27/2017	Paper		1950 – 1980 1996 – 1960			
Contracts, Service Agreement & Leases (PE Agreements)	00-00037	10/27/2017	Paper		1968 - 1988			