

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
THURSDAY, FEBRUARY 7, 2019**

**Kelly Kresser called the meeting to order at 8:05 a.m. with the following members in attendance: Trevor Hayberger, Hank Solowiej, Eric Wobser, Stephen Sturgill and Kelly Kresser.**

**APPROVAL OF MINUTES**

**Upon motion of Trevor Hayberger and second of Hank Solowiej, the members voted to approve the minutes of the October 25, 2018, Records Commission meeting. Kelly Kresser declared the motion passed.**

**CURRENT BUSINESS**

**Upon motion of Eric Wobser and second of Stephen Sturgill, the members voted to approve the RC-3 Certificates of Records Disposal forms for the Law Department, Division of Code Enforcement, Division of Building and Division of Engineering.**

*Discussion:* Kelly Kresser said departmental Records Custodians continue to go through their respective records and prepare their RC-3 Certificates of Records Disposal forms to dispose of as many records as possible prior to the relocation of City Hall. All of the records on these Certificates meet the RC-2 Retention Schedules and have been prepared for disposal.

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

Kelly Kresser said she recently sent information from the **Ohio History Connection to all Records Custodians regarding training opportunities.** She asked if employees of the Sandusky School System may be interested **jointly hosting a training session** and will work with Stephen Sturgill to see if this can be scheduled for SCS and city employees.

**The next Records Commission meeting was scheduled for April 11, 2019 at 9 a.m.**

**ADJOURNMENT**


**Upon motion of Hank Solowiej and second of Eric Wobser, the members voted to adjourn at 8:20 a.m.**

**APPROVED:**



Eric Wobser/Chairperson

**ATTEST:**

  
Kelly Kresser, Clerk/Member  
app. 11.13.19