

CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, APRIL 26, 2018

Kelly Kresser called the meeting to order and the following responded to the Roll Call: Trevor Hayberger, Dan Poggiali, Kelly Kresser, Hank Solowiej and Justin Harris.

APPROVAL OF MINUTES

Upon motion of Trevor Hayberger and second of Justin Harris, the members voted to approve the minutes of the October 26, 2017, Records Commission meeting. Ms. Kresser declared the motion passed.

CURRENT BUSINESS

Upon motion of Hank Solowiej and second of Justin Harris, the members voted to approve the RC-3 Disposal schedules from the Police and Public Works/Engineering Departments.

Discussion: Hank Solowiej asked how these records are disposed of and Kelly Kresser said after approval by Ohio History, she will coordinate their pickup and destruction. They are normally all taken to one location and picked up on the same day if there are records from more than one department.

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

OLD BUSINESS

None.

NEW BUSINESS

Hank Solowiej asked about the upcoming **records training** for newer employees. Kelly Kresser said an email was distributed to all Department Heads and city records custodians about the training session scheduled at Perkins Township on May 14 and several employees have registered to attend.

The next Records Commission meeting is scheduled for October 25 at 9 a.m.

ADJOURNMENT

Upon motion of Justin Harris and second of Hank Solowiej, the members voted to adjourn at 9:15 a.m.

APPROVED:


Eric Wobser/Chairperson

ATTEST:


Kelly Kresser, Clerk/Member
app 10.24.18