

RECORDS COMMISSION MEETING

January 30, 2025

The Records Commission of Chardon City met on Thursday, January 30, 2025 at 2:00 p.m. in Conference Room A of the Municipal Center, 111 Water St., Chardon, OH.

Members of Records Commission present: Mark Iacofano, Randal Sharpe, Benjamin Chojnacki.

Members absent: none.

Others present: Records Clerk, Amy Day.

Mr. Sharpe called the meeting to order at 2:00 p.m.

APPROVAL OF MINUTES

Mr. Chojnacki moved and Mr. Iacofano seconded to approve the minutes of the December 17, 2024 meeting as presented. Upon voice vote the motion passed unanimously.

OLD BUSINESS - none.

NEW BUSINESS

Regarding email archives and retention, City Manager Randy Sharpe reported that because the City uses Microsoft Office 365, emails would begin to automatically roll off after 7 years unless auto-expansion is arranged. He provided a spreadsheet of each employee and the manner in which their emails would be archived or deleted after 7 years.

No member of the Committee had any objections.

Regarding revisions to the Police Department records retention schedule, the Committee reviewed the Police Department's proposed retention schedule and removed the following which are kept by other departments:

Annual Reports
Application for Employment (non-hired)
Application for Employment (hired)
Job Descriptions
Personnel Records
Purchase Orders

Chief Niehus asked the Law Director if an issue exists if the video of cruiser and body worn cameras are kept longer than the retention schedule period of 6 months provided, there is no action pending.

Mr. Chojnacki stated that it only be a problem if the video was deleted before 6 months.

ANY OTHER BUSINESS – none.

ADJOURN

Mr. Iacofano moved and Mr. Chojnacki seconded to adjourn the meeting at 2:19 p.m.

Attest:

AMY DAY
Clerk of Council