



CITY OF RAVENNA

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RECORDS COMMISSION MEETING RAVENNA CITY COUNCIL CHAMBERS Monday December 5, 2022, at 5:30 P.M.

Members present: Mayor Seman – Chair, Law Director, Frank Cimino; Finance Director, Brian Huff; Resident, Dirk Remley

Also attending the meeting: Andrew Kluge, Christina West, Tim Calfee, Amy Michael, Rob Kairis, Service Director, Kay Dubinsky; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor, Larry Silenius, and Diane Smith

The Records Commission Meeting was called to order at 5:30 P.M. by Chairperson, Mayor Seman.

Mayor Seman stated that the reason for the meeting is to get permission to destroy the documents submitted by department heads.

He stated that the first discussion item is for the Finance Department.

Mr. Huff stated that there is 3 years' worth of information and that they have all met their retention period for destruction.

Mayor Seman stated that the second item for discussion is from Utility Billing.

Mr. Huff stated that all the items are eligible for destruction.

Mayor Seman stated that the third item for discussion was from City Council.

The Council Clerk stated that all the items are tracking sheets for legislation and related material, and that all the items have met their retention period.

- Motion to proceed with the destruction of the recommended items by Mr. Cimino, 2nd by Mr. Huff- **All Ayes**

The RC-2's forms will be submitted to the Ohio History Connection for approval to shred the documents.

Mr. Finney stated that the Building and Engineering Departments will need to be added to the City's Record Retention Schedule and that he has a lot of items he would like to get rid of.

Mayor Seman stated that the historical society might be interested in some of the maps.

- Motion to adjourn by Mr. Cimino, 2nd by Mr. Huff- **All Ayes**

**There being no further business for discussion, the meeting adjourned at 5:38 P.M.
ATTEST:**

Clerk of Council

Mayor Seman, Chairperson