Work Session began at 2:05 p.m. due to not having a quorum present at the scheduled meeting time.

Present for the Work Session: Chairman Robert Weger, Member Frank Cihula and Building/Service Department Clerk Denise Edwards

A Work Session was held to review RC2s of the Building Department, Service Department and Mayor's Office. Building/Service Department Clerk Denise Edwards was in attendance to speak on behalf of the Building and Service Departments. Gloria Majeski spoke on behalf of the Mayor's Office. All parties had provided the draft RC2s to Frank Cihula for in depth review prior to the meeting.

1) The Service Department RC2 was the first order of business. Denise stated that she had researched other cities and State agencies to compare their items for retention. In addition, she ensured that this RC2 represents all current Willoughby Hills Service Department files.

The following items on the RC2 were discussed and/or recommended for amendments:

SVC-002 – Typographical error in "Description" – "them" should be "then" – will be amended.

SVC-003 – Typographical error in "Description" – "wavers" should be "waivers" – will be amended.

SVC-011- In "Description" – change "and" to "or" for clarification; will be amended.

SVC-013 – In "Retention Period" – add "after revised, superseded or discontinued" for clarification – will be amended.

SVC-016 – Clarify with Law Director O'Leary if retention period of "3 years, providing no legal action is pending" is sufficient with the statute of limitations on "Damage to Public Property."

SVC-026- In "Description", delete "Self-Explanatory" as it is not required; will be amended.

SVC-027- In "Retention Period" add "or until no administrative value and no legal action is pending" for further clarification; will be amended.

SVC-029- Change "Retention Period" to "Revised when tree inventory changes" for clarification; will be amended.

SVC-030 – add to "Retention Period" "Signals and Lights" to include all entities listed in "Description"; fix typographical error in "Description" from "signal" to "signals"; will be amended.
SVC-031-Add to "Description": "City property, leased or owned" for clarification; will be amended.

2) Building Department RC2 Analysis

BLD-014 – Add to "Commercial" in "Description" – "Fire Department keeps originals" for clarification; will be amended.

BLD-029 – There was discussion about "Permanent" vs "25 years after revised, superseded or discontinued" as it relates to retention for RC1, RC2 and RC3 forms. It stays as submitted "25 years after revised, superseded or discontinued."

Meeting called to order at 3:10 p.m.

Roll Call: Finance Director Frank Brichacek, Chairman Robert Weger, Member Frank Cihula

In addition to the Records Commission members, Building/Service Department Clerk Denise Edwards was present to discuss RC2s for Building and Service Departments.

Discussion and review of RCs continued as follows:

1) Mayor's Office RC2 Analysis

   Only 3 items were added to the previously approved RC2. These items were numbered MAY-070 through MAY-072.

   MAY-070 and MAY-071– Change retention to read "Until no longer administrative value or legal value" as it pertains to WHISPER Service and Volunteer Applications for clarification; will be amended.

   MAY-072 – Change "Retention Period" to "Permanent" as the Finance Department does not keep an original of the Bid Books from Successful Bidders in the Finance Department. That responsibility will remain with the Mayor's Office; will be amended.

Motion was made to approve the RCs as presented and amended by Frank Cihula, seconded by Frank Brichacek. VOTE: All AYES. Motion Passes.

NEW BUSINESS:

   None to report

PUBLIC PORTION:

   Opened at 3:25 p.m. – no one was present to speak; closed at 3:25 p.m.

ADJOURNMENT:

   Frank Cihula made a motion to adjourn. Seconded by Frank Brichacek.

   Meeting adjourned at 3:26 p.m.

Respectfully Submitted: _Gloria Majeski_   April 15, 2019
                        Gloria Majeski, Secretary

Approved: _Robert M Weger_   May 2, 2019
          Robert Weger, Chairman   Date