

**City of Green, Summit County, Ohio**  
**Minutes of Records Commission**  
**December 10, 2013**

**Present:** Matthew Dodds (citizen); Laurence Rush (Finance Director & Appointed Commission Chair); Stephen Pruneski (Law Director); Amy Sehm (Mayor's representative); Sharon Salem (recording secretary)

1. **Call to order.** Meeting called to order by Laurence Rush, Chair, at 8:35 a.m.
2. **Approval of Minutes of May 28, 2013.** Mr. Dodds moved to approve the minutes. Mr. Pruneski seconded. All approved. Motion adopted.
3. **New Business.**

**A. Review/Approval of RC-1 - Engineering, Mayor, Service.** Ms. Salem explained all records covered by these forms are no longer produced by the departments who submitted them. Mr. Pruneski moved to approve all the forms. Mr. Dodds seconded. All approved. Motion adopted. Ms. Salem will have Mr. Rush sign these forms and all others adopted after the meeting to save time.

**B. Review/Approval of RC-2 - Civil Service Commission, Human Resources Department, Law Department, Engineering Department, Mayor's Office, Planning Department.** Ms. Salem stated the Zoning Division also turned in an RC-2 for approval but not in time to be included on the agenda. Their RC-2 included the category of correspondence, which Ms. Holdren (Zoning Superintendent) was asked to remove as it is covered in the General Government section of the City's policy.

Mr. Pruneski pointed out that any correspondence received concerning property would be filed in the property file which has a permanent retention. The Commission is not going to ask Zoning to throw away all correspondence after seven years. The suggestion was made to adopt the Zoning Division RC-2 as it now stands. After a review of all other RC-2's, Mr. Pruneski moved to adopt all as submitted. Mr. Dodds seconded. All approved. Motion adopted.

**C. Review/Approval of RC-3 - Income Tax, Finance.** Ms. Salem explained the need to delete users and user emails and noted the Finance RC-3 included this request. She passed around a list of former employees. Mr. Dodds explained his company now deletes users as soon as they have left the company but their emails are retained on their server. He questioned whether the City had a policy or procedure addressing this. Mr. Pruneski stated there is a procedure in place. He pointed out the email files are retained on the server.

Mr. Rush said Income Tax files, including software updates, are held by the current Income Tax administrator (David Hartsook) using the former administrator's email. These files need to be saved to Mr. Hartsook's files prior to the old user name being deleted. Mr. Rush will need to communicate with Mr. Monteith and AtNet to complete this, and also about the removal of the user names and emails. Mr. Dodds moved to approve the RC-3's. Ms. Sehm seconded. All approved. Motion adopted.

**4. Old Business.**

**A. Update on conversion of Resolutions/Ordinances to CD's.** Ms. Salem noted how well the conversion of the prior five years of these records went and suggested converting all of them back to 1992. For ease of use, and look up ability this method is wonderful. Mr. Pruneski said his office has all the legislation on their computer. Mr. Dodds asked whether the Council Clerk retains this and/or converts it. Mr. Pruneski said no, they have hard copies only (the originals). Ms. Sehm said she has always used the copies held in Finance. Ms. Salem explained the records are taking up too much room and the CD's would be better. She will keep hard copies of the last 5-6 years. Mr. Pruneski moved to continue the conversion of these records beginning with 1992 to the present. Mr. Dodds seconded. All approved. Motion adopted.

**B. Update on retention of text messages.** After contacting OHS, Ms. Salem relayed that OHS does consider text messages as possible public records if the text has historical, fiscal, administrative or legal value. Ms. Salem recommended any text meeting this type of value be forwarded to the users email and printed and retained following each record series retention period.

Mr. Dodds said that providers do not retain messages for long, but the user can. Mr. Pruneski confirmed this and said if needed, a message could be retrieved. Mr. Rush pointed out policing this would be almost impossible. Mr. Pruneski is to send a memo or email to all concerned (anyone in City who uses a City phone for text messages) about this issue.

Ms. Salem received information during research about text messages that might lead to a better defined RC-2 for all City correspondence. Prior to the next meeting she will send this information out and format a new RC-2 if recommended by the Commission.

5. **Public Input.** No one from the public attended.
6. **Scheduling of next meeting.** The next meeting is scheduled for ~~Tuesday, May 27, 2014,~~ Monday, June 23, 2014 at 8:30 a.m. in the Finance Directors office at 1755 Town Park Blvd.
7. **Adjournment.** Mr. Pruneski moved to adjourn. Mr. Rush adjourned the meeting at 9:05 a.m.

Minutes approved on: June 23, 2014

Sharon Salem  
Sharon Salem, Recording Secretary