



**The City of Norton  
Records Commission**

4060 Columbia Woods Drive  
Norton, OH 44203  
Phone: 330-825-3086  
Fax: 330-825-2050

**To:** Records Commission (members 4)  
**From:** Janice Back, Records Commission Secretary  
**Date:** May 9<sup>th</sup>, 2018  
**Re:** Approved Records Commission Minutes from March 21<sup>st</sup>, 2018

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Attached you will find a copy of the approved, signed minutes from the Records Commission meeting held on March 21<sup>st</sup>, 2018

Feel free to contact me with any questions or concerns that you may have. I can be reached by telephone/voicemail @ 330-825-3086 or email @ [jback@cityofnorton.org](mailto:jback@cityofnorton.org) .

Please note the original, approved, signed minutes are hereby forwarded and on file with the Clerk of Council.

original on file: Kerry Macomber, Clerk of Council

hard copy: Posting/RC file

emailed cc: RC Members (4)  
Administrative Officer  
Administrative Assistant  
Council Members (7)



**THE CITY OF NORTON  
RECORDS COMMISSION MEETING  
Wednesday, March 21<sup>st</sup>, @ 9:30 a.m.  
City Hall Conference Room**

The Records Commission convened in the Conference Room at City Hall and the meeting was called to order at 9:37 a.m.

**ROLL CALL:**

**PRESENT:** Mayor, Mike Zita  
Director of Finance, Ron Messner  
Member/ RC Secretary /RC Archivist, Janice Back

**ABSENT:** Law Director, Justin Markey

**INVITEE:** Administrative Officer, Robert Fowler  
Council President, Scott Pelot

**OLD BUSINESS:**

- The RC 2 that was presented at the last meeting in December, 2017 was presented for the Mayor's signature today.
- There was one change that was made on the original that will be sent to the State of Ohio for approval. Section 1:11 (per ORC #2305.06)

**NEW BUSINESS:**

- Council President, Scott Pelot attended the meeting today to familiarize himself with the city's retention process. The difference between an RC 2 and an RC 3 were explained and the formation of the process was also explained. Mr. Pelot asked if the city has a disaster preparedness plan in operation. Mrs. Back stated that the current scanning program was implemented to be a backup for the city. The scanning is in the beginning stages and has a long way to go. She also explained that in the training she has had, that the permanent records should be scanned first, then work should begin on the records that have long retention periods. The records that are held for 5 years or less should not be scanned, they should time out for disposition because of the time involved to scan. It is really best to start scanning from the present. That way, some day, even the shorter retention items will be scanned.

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- Ron Messner stated that permits are a good example of this. Permits are a permanent item. Vivian Durbin (Admin. Secretary) is scanning all permits that come in weekly.
- The idea is to then work on permits from 2017, then 2016 and keep working backwards along with continuing to scan all permits that come in during the week. Janice Back explained that this is what the previous Council Secretary achieved with legislation.
- Mr. Pelot addressed the issue that many years of minutes were deleted from the "I" Drive in 2017, prior to Council Secretary retiring, and he wants to be sure that this will not happen again in the future. Janice Back stated that she has a letter of the event from Council Secretary stating that this was also a surprise to her. The letter will be attached to the RC 2 for 2018 for future reference. Mr. Pelot asked how many people have access to that particular drive. Ron Messner said he thought that Council Secretary was the only one with access but learned that there are several people that have access to that drive. Mr. Pelot stated that the city should be able to lock out that drive so that only those that need it have access to it. He said that anyone can see it but only one person has the "Write" ability within that drive. Mr. Messner stated that I.T. is able to do that. Mr. Pelot explained that in the business world, that is the way it is but isn't sure about the government world. He stated that the commission should look into this and legally "lock" some drives. Mr. Pelot asked for drive access to be documented as to who has access to "Write" on those drives. Mrs. Back offered to make a list for the NFD and deliver that to Mayor Zita. It was discussed that possibly the information that was deleted from the "I" Drive could be restored from CDs that are in Council's Office. The overall concern is that the city wants to be able to reassure the public that any records request for one of those files can be fulfilled. Mr. Pelot does not want to see the city liable for this incident. Mrs. Back explained that the courts have set some limits on how far back someone can request information due to the fact that there were groups abusing the system, causing it to become a money-maker. The courts ask for specific reasons that the records are being requested and have they been created within the last 5 years.
- It was also explained that PDF format is allowable in court. This backs up the ability to scan, not only to create a backup of records but to utilize them when needed.
- Email was discussed and Mr. Messner suggested that everyone should begin making folders for items to be kept before the city goes with a different email server.
- The Acknowledgement Form of Records Retention/Disposition (attached) was presented again for implementation. Robert Fowler stated that this form will be incorporated into the upcoming updated Policies & Procedures Booklet. The "Items Removed from Storage" form (attached) and the "Box Labels Template" (attached) were presented today as a refresher of the process for handling all records removed or prepared for storage.

Mr. Messner motioned to approve the change to Section 1:11  
 Mayor Zita 2<sup>nd</sup> the motion

Yes: Mr. Messner  
 Mayor Zita  
 Janice Back

No: N/A

The motion was unanimously approved.

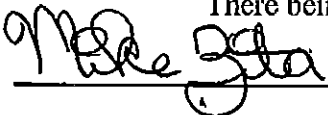
- After all discussion was complete, the RC 2 was signed. Secretary Janice Back will send the RC 2 to the State of Ohio for their approval. This process generally takes about 2 months.
- Janice Back asked Mayor Zita if he would like to sign the RC 3 today or would he rather have another meeting, after the State of Ohio approves the RC 2. It was determined that the commission will wait until the RC 2 comes back with a status of "approved" and after Law Director, Justin Markey can take a look at it.
- Mrs. Back offered to answer any question that might arise later.
- Mrs. Back explained that most of council members' material should be reference material and copies of directives, and emails. It was stressed that everyone given a city email account should use that account for city business which includes all correspondence between each other. This generates protection for all city workers. If our personal emails are used, there might be a legal need to shut it down and hand over its entire content at some point.

**CONSIDERATION OF THE MINUTES:**

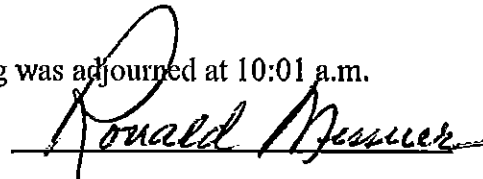
- The minutes from December 20<sup>th</sup>, 2017 were presented for approval.
- The minutes were unanimously approved and were signed.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:01 a.m.



Records Commission Chair / Member



Records Commission / Member

5-9-18 Date Approved

*Preliminary minutes submitted by Janice Back, RC Secretary / Archivist / Stenographer  
Meeting Minutes are not verbatim*