

Lyndhurst, Ohio  
February 21, 2019

The Records Commission of Lyndhurst met on Thursday, February 21, 2019 at 9:35 a.m. in the Conference Room of the Lyndhurst Municipal Center, Mayor Patrick A. Ward presiding.

Present: Mayor Patrick Ward, Chief Executive;  
Paul Murphy, Director of Law;  
Clarice White, Citizen and Mayor's Office Designee;  
Kelly Miller, Acting Secretary and Council Designee;

Absent: Mary Kovalchik, Chief Fiscal Officer.

It was moved by Mr. Murphy, seconded by Mayor Ward, that the reading of the minutes of the Records Commission meeting held Thursday, September 20, 2018, copies of which were distributed to all members, be dispensed with and said minutes stand approved as circulated.

The question was put to a voice vote and passed unanimously.

**MAYOR/CHIEF EXECUTIVES REPORT** – Mayor Ward did not have a formal report; however, he commented how he appreciates the time and attention Mrs. Miller has given to the position of Records Secretary.

**RECORDS COMMISSION** – The Commission had no report at this time.

Mrs. Miller explained the department heads assign a Records Officer annually. She questioned whether the commission would consider changing the term.

Mr. Murphy moved to have the term of the department Records Officer be indefinite and updated as needed. All members were in favor of this change.

Mrs. Miller commented she was in the process of making updates to the current Public Records Handbook, which was last updated in 2014. She mentioned the Ohio History Connection updated their handbook in 2017 and wanted to include those changes.

Mrs. Miller indicated that the State of Ohio does not require for the RC-2 form to be sent for approval every year. She inquired whether the commission would like the designees to continue to complete an RC-2 each year if there have not been any changes.

Mayor Ward suggested the commission ask for the RC-2 form to be updated only if there have been any changes. He added they should be keeping track if there are no changes as well.

Mrs. Miller explained that the RC-3 form does not need to ever be submitted to the State, unless permanent records are being destroyed. She stated it is suggested by the Ohio History Connection LGRP for any department to document internally the disposal of records, even for those series that are not required. Mrs. Miller said she will send out an informational email to the designees.

It was moved by Mayor Ward, seconded by Mr. Murphy, that the meeting be adjourned.

The question was put to a voice vote and passed unanimously.

Meeting adjourned at 9:50 a.m.

Approved: November 15, 2019

Attest: \_\_\_\_\_  
Acting Secretary

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Mayor, Chief Executive