

CITY OF *Beachwood*

**Beachwood Records Commission Meeting Minutes
Monday, February 12, 2024, 9:00 AM
At Beachwood City Hall, Conference Room A,
25315 Fairmount Boulevard, Beachwood, Ohio 44122**

Called to order at 9:03 A.M. by Mayor Berns

Mayor Berns
Larry Heiser
Todd Hunt
Karen Saidel

1. Roll Call

Present – Mayor Berns, Mr. Heiser, Mr. Hunt, Ms. Saidel
Others Present – Mr. Rose, Ms. Jones

2. Review and Vote on RC-2 changes for Law Department, Civil Service Commission and City Council

Mr. Rose summarized the amendments made to the RC-2 Records Retention Schedules
Mr. Hunt suggested amendments to 3-Law and 4- Civil Service Retention Periods

On the Proposed Amendments to Law & Civil Service Retention Schedules (RC-2):
Moved by: Mayor Berns, Seconded by: L. Heiser

Voice Vote: Yes: 4
No: 0
Abstain: 0
Not Voting: 0
MOTION ADOPTED

Accept Retention Schedules (RC-2) as Amended:
Moved by: Mayor Berns, Seconded by: T. Hunt

Voice Vote: Yes: 4
No: 0
Abstain: 0
Not Voting: 0
MOTION ADOPTED

3. Discussion regarding dates for Meetings

1st meeting completed
2nd meeting October 14th at 9AM

4. Any other matters coming before the Records Commission.

Reminder to complete records training for 2024.

5. Adjournment

Moved by Mayor Berns to the next Records Commission Meeting at 9:23 AM

Approved:



Chairman



Whitney M. Crook, Clerk of Council