

# CITY OF *Beachwood*

**Beachwood Records Commission Meeting Minutes  
Monday, May 13, 2024, 9:00 AM  
At Beachwood City Hall, Conference Room A,  
25315 Fairmount Boulevard, Beachwood, Ohio 44122**

**Called to order by Alternate Chairman Larry Heiser  
at 9:03 AM**

Mayor Berns  
Larry Heiser  
Todd Hunt  
Karen Saidel

## **1. Roll Call**

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

## **2. Approval of Minutes**

Records Commission Meeting held on February 12, 2024

Moved by: L. Heiser, Seconded by: K. Saidel

**Voice Vote**

**On the Approval:**

Yes: 3

No: 0

Abstain: 0

Not Voting: 0

## **3. Discussion regarding Departmental RC-2 Changes**

Mr. Rose summarized the amendments made to the RC-2 Records Retention Schedules for Fire, Police, and Building

**On the Proposed Amendments to Departmental Retention Schedules (RC-2):**

Moved by: T. Hunt, Seconded by: K. Saidel

Voice Vote: Yes: 3

No: 0

Abstain: 0

Not Voting: 0

**MOTION ADOPTED**

**4. Discussion regarding Records Disposal**

The Records Commission Secretary, Whitney Crook discussed Records Disposal that will be taking place over the Summer.

**5. Discussion regarding Annual Records Training Requirements**

The Commission Secretary also discussed annual Records Training Requirements and gave an update on completed and outstanding training.

**6. Any other matters coming before the Records Commission.**

None.

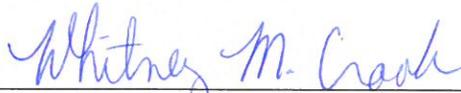
**7. Adjournment**

Moved by Mr. Heiser at 9:39 AM to adjourn until the next Records Commission Meeting

Approved:



Chairman



Whitney M. Crook, Clerk of Council