

**BEACHWOOD RECORDS COMMISSION MEETING HELD AT BEACHWOOD CITY HALL,
LAW DEPARTMENT CONFERENCE ROOM, 25325 FAIRMOUNT BOULEVARD, ON
TUESDAY, OCTOBER 29, 2019 AT 9:00 A.M.**

The meeting was called to order at 9:01 A.M. by Diane A. Calta.

ROLL CALL: Present: D. Calta, T. Silver
Absent: M. S. Horwitz, L. Heiser
Also Present: H. Rose, M. Miller
MOTION ADOPTED

1. Discussion regarding RC-2 changes for the Recreation and Community Services Department

Mr. Rose introduced the RC-2 changes for the Recreation and Community Services Department.

Mr. Rose spoke about the forms used for Community Services including forms for Summer Camps.

The Community Services department would like to keep these records on multiple types of media including electronic.

2. Discussion regarding Records Retention for Fire EMS Billing Records

Records are being retained by Great Lakes Billing. They are aware of the Retention Schedule and it is provisioned in the Agreement.

3. Any other matters coming before the Records Commission

Ms. Calta discussed the implementation of a Public Records Portal and stated she would like to schedule a demonstration from one of the companies.

Scheduling was discussed and the Secretary will get the next meeting scheduled.

Adjournment

Moved by T. Silver, seconded by D. Calta, at 9:28 A.M., to adjourn this meeting to the next scheduled Records Commission Meeting.

ROLL CALL: Yes: D. Calta, T. Silver
No: None.
Abstain: None.
Not Voting: None.
MOTION ADOPTED

Approved:

Chairman

Whitney M. Crook, Clerk of Council