

Records Commission Meeting Minutes

Thursday, February 25, 2020

Canton City Hall 6th Floor Conference Room/Virtual Attendance Via Conference Call

I. Call to Order

- a. Mayor Bernabei called the meeting to order at 2:00 PM

II. Roll Call

- a. John Highman called roll. The following members were in attendance:
 - i. Mayor Thomas M. Bernabei (in-person)
 - ii. R.A. Mallonn, Auditor (in-person)
 - iii. Cynthia Russell, representing Law Director Kristen Bates-Aylward (virtual)
 - iv. John Runion, Citizen Member (virtual)
- b. Others present
 - i. Chief Jack Angelo – Police Department
 - ii. Matt Bailey – Planning Department

III. Agenda Updates

- a. There were no updates to the agenda.

IV. Approval of Minutes – Thursday, May 21, 2020

- a. **Motion:** Auditor Mallonn made a motion to approve the May 21, 2020 minutes as presented. Member Runion seconded.
- b. **Discussion:** None
- c. **Vote:** The motion passed by a unanimous voice vote.

V. Old Business

- a. There was no old business.

VI. New Business

- a. Approval of RC-2 Records Retention Schedules
 - i. Building and code, Planning, and Police
 1. John Highman explained the RC-2 for Building and Code and Planning were together. The Planning pieces have been shifted to the Planning RC-2 and removed from Building and Code.
 2. John Highman explained the RC-2 for the Police Department is an adjustment to 1 item. It's an update to the city safety cameras, changing the retention period to 15 days, use for 1 cycle then reused, provided no action pending.
 3. **Motion:** Member Runion made a motion to approve the Building and Code, Planning, and Police RC-2 as presented. Auditor Mallonn seconded.
 4. **Discussion:** Mayor Bernabei asked Chief Angelo to discuss the Police Department's RC-2 updates. Chief Angelo stated there was 1 item in the RC-2 for all cameras. City safety cameras has been separated from body and mobile cameras. Mayor Bernabei asked Matt Bailey for an update. Mr. Bailey stated since zoning moved

from Building and Code to Planning, they thought it would be appropriate to move the RC-2 as well.

5. **Vote:** The motion passed by a unanimous voice vote.

VII. Adjournment

- a. **Motion:** Auditor Mallonn made a motion to adjourn at 2:09 PM. Member Runion seconded.
- b. **Vote:** The motion passed by a unanimous voice vote.