

## **Records Commission Meeting Minutes**

Thursday, May 19, 2022

Canton City Hall 6<sup>th</sup> Floor Conference Room

### **I. Call to Order**

- a. Mayor Bernabei called the meeting to order at 2:05 PM

### **II. Roll Call**

- a. John Highman called roll. The following members were in attendance:
  - i. Mayor Thomas M. Bernabei
  - ii. Cynthia Russell, representing Law Director Kristen Bates-Aylward
  - iii. R.A. Mallonn, Auditor
  - iv. John Runion, Citizen Member

### **III. Agenda Updates**

- a. There were no updates to the agenda.

### **IV. Approval of Minutes – Thursday, November 18, 2021**

- a. **Motion:** Member Runion made a motion to approve the November 19, 2021 minutes as presented. Member Mallonn 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. Community Development Department, Fire Department, and Police Department
    1. **Motion:** Member Runion made a motion to approve the RC-2 Records Retention Schedules as presented.
    2. **Discussion:**
      - a. Member Runion stated that he had reviewed the submissions and that they met all requirements.
    3. **Vote:** The motion passed by a unanimous roll call vote.

### **VII. Miscellaneous Business**

- a. Member Runion noted that the State changed the retention period for contracts from 8 years to 6 years. He stated that he would provide Secretary Highman with language to pass along to City officials.

### **VIII. Adjournment**

- a. **Motion:** Member Mallonn made a motion to adjourn at 2:12 PM. Member-by-proxy Russel seconded.
- b. **Vote:** The motion passed by a unanimous voice vote.