

**MINUTES OF THE MEETING
OF THE RECORDS COMMISSION
OF THE
CLEVELAND METROPOLITAN PARK DISTRICT**

APRIL 19, 2010

The Records Commission met on this date, Monday, April 19, 2010, 10:00 a.m., at Garfield Park Nature Center, 11350 Broadway Avenue, Garfield Heights, Ohio.

The roll call showed Chairperson Thomas R. Coles, Legal Representative Patricia Barz, Fiscal Representative David J. Kuntz, Secretary Christina M. Anderson and Members Carl Casavecchia and Richard F. Miller to be present. It was determined that there was a quorum.

APPROVAL OF MINUTES.

It was moved by Carl Casavecchia, seconded by David Kuntz, and carried, to approve the minutes from the Annual Meeting of November 24, 2009.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Barz, Casavecchia, Miller and Anderson.
Nays: None

CHAIRPERSON'S REPORT.

INFORMATION/BRIEFING ITEMS.

1. *Historical Records*
a) Task Force

Anderson reported that by email dated January 7, 2010, all liaisons were informed that the Commission is forming a task force focus upon identification, preservation, and storage of historical records. The email requested that anyone with knowledge or interest in this area contact Anderson, Barz or Chairperson Coles. To date, the following employees have expressed interest or been referred by a coworker: Jan Venditti (PDNR), Stephanie Kutsko (PDNR), Linda Romans-Hnath (Outdoor Education), and Louisa Kreider (Outdoor Education). Casavecchia noted that Kreider will be on six weeks leave commencing soon, but offered to keep in touch with her about the task force.

Barz asked Casavecchia to co-chair the task force. Casavecchia asked for discussion of the goals of the task force which included primarily historical record identification and choice of repository, involving follow-up on research of legal intern Brant DiChiera, as well as working with Ohio Historical Society on transfer of records and issues related to retaining rights to deposited items. Anderson will

follow-up with liaisons for a task force member to represent the Zoo, and Miller will follow-up for a task force member to represent Rangers. The task force will hold its first meeting at Garfield Park Nature Center on Monday, April 26, exact time to be determined.

b) Intern

Barz indicated that she will direct her legal intern to dedicate a significant number of hours toward historical records inventory and storage issues. Casavecchia will submit a proposal to Bill Binggeli who has indicated that Park Operations will allocate funds to support a summer intern's work related to historical records. Due to limited funds, Kuntz will not be able to provide for an intern's assistance this year.

Casavecchia suggested recruiting a student in a related program from a local university. Barz and Casavecchia will draft the proposal after the task force meets.

2. ***Destruction of Records***

a) Status Report

The Commission approved Certificates of Records Disposal (RC-3) at the Annual Meeting on November 24, 2009. The Ohio Historical Society (OHS) acknowledged receipt of said Certificates on December 4, 2009. Destruction is permitted to occur fifteen days after OHS receipt of Certificates without objection. On January 7, 2010, Anderson notified liaisons that they should proceed with records destruction.

As requested by that notice, Anderson received confirmation of subsequent records destruction, as follows:

- Park Operations – Park Operations Administration and Earthwords still have records to destroy, all other departments have completed destruction
- Treasurer – Zoo storage facility records shredded 1/11/10; Rocky River storage records shredded 1/15/10
- Rangers – records shredded 1/8/10
- Risk Management
- Zoo – no destruction (Jennifer Plain on leave)

Anderson will follow-up and advise Commission about the status of the remainder.

b) Timeline for Completion

Discussion occurred regarding enforcement of records destruction within reasonable parameters. Anderson read the section of the Policy pertaining to timeline for destruction: “Upon notice from Records Commission, each department will dispose of appropriate records in a timely manner with disposal methods suitable to the type and volume of records to be disposed by shredding, burning, or selling the same under contract for pulp, consistent with the recycling philosophy of Cleveland Metroparks.” It was agreed that the Policy would not

need to be amended if the internal procedure determined a deadline for records destruction.

Miller noted that in the event of a public records request, records must still be produced if they have not been destroyed even if the records are listed on an approved Certificate of Records Disposal (RC-3).

This year the deadline for destruction will be May 31. In future years the deadline will be April 15.

ACTION ITEMS.

1. *Approval of Revised Schedule of Records Retention and Disposition (Form RC-2)*

It was moved by Casavecchia, seconded by Miller, and carried, to approve, as hereinabove described, the Schedule of Records Retention and Disposition (Form RC-2) for submission to the Ohio Historical Society.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Barz, Casavecchia, Miller, and Anderson.

Nays: None

2. *Approval of RC-3 Certificates of Records Disposal*

It was moved by Kuntz, seconded by Miller, and carried, to approve, as hereinabove described, the Certificates of Records Disposal (Form RC-3) for submission to the Ohio Historical Society.

Vote on the motion was as follows:

Ayes: Coles, Kuntz, Barz, Casavecchia, Miller, and Anderson.

Nays: None

DATE OF NEXT MEETING.

Cleveland Metroparks Records Commission will meet next on November 9, 2010 at 2:00 pm at Garfield Park Nature Center.

ADJOURNMENT.

The meeting was adjourned at 11:00 a.m.



Chairman