



Records Commission Minutes

03/01/2022 at 8:30 am; Mayor's Conference Room

Present: Jim Costello, Finance Director, Chairperson
John Pribonic, Mayor
Cheryl Black, Records Supervisor
Jaime Syx, Law Director
Deb Berkey, Recording Secretary

Also Present: Lisa Paxton

Absent: Robert Hughes, Resident Representative

The meeting was called to order at 8:34 a.m. Attendance taken; one member absent, four members present and one guest.

Jim Costello stated we need to approve minutes from the 9/9/2021 meeting.
**Mayor Pribonic moved to approve the minutes as submitted; Jaime Syx seconded.
Motion passed unanimously.**

One item to discuss today – RC2 submitted by Information Services

Lisa Paxton explained she has submitted an additional RC2 for the City of Stow security cameras, video recordings, requesting approval for a retention period of 30 days, stored electronically. The second item is the proximity readers, card access devices, requesting approval for a retention period of 14 days also electronically stored.

Mayor Pribonic asked if the Stow Muni Court is included and part of this? Lisa responded, they are not on our system. Jaime Syx responded the court has their own records retention schedule and Lisa clarified this is just for Stow City Hall and the Service Garage/Building. Safety Building is also not included as right now they are on a different system; they have their own RC2.

Jim Costello asked what is the reason for maintaining the swipe card records for two weeks? Lisa responded for security reasons and to give us the ability to access what cards are used/when. There was discussion about the card swipe/proximity reader and the fact that not everyone entering the building swipes. They may come in the front door during normal business hours; using employee entrances people may enter with

others. This means record could not be used for any legal purposes; it is simply a record kept for security reasons. Same procedure is in place at the Safety Building.

Jaime Syx explained if a public records request comes in and someone requests the records back to a year ago and our retention schedule indicates we are only required to keep 14 days but we have back to six months, then we are obligated to give them the entire six months of records. Lisa stated it is the way the software is set up; we will have to input the retention period and it will be automatically taken care of. Jaime Syx stated there is no guidance for a record like this in the most recent municipal guide/handbook. Cheryl stated the 30 days for the videos is in line with the Safety Building video cameras. No further discussion.

Mayor Pribonic made a motion to approve the RC-2; Jaime Syx seconded. No further discussion. Motion passed unanimously.

With no further business, Jim Costello made a motion to adjourn the meeting; seconded by Mayor Pribonic. Unanimously approved.

The meeting adjourned at 8:44 a.m.



Jim Costello, Finance Director
Records Commission Chairman



Deborah Berkey
Secretary

Next Records Commission Meeting is scheduled for September 8, 2022, 8:30 a.m. in the Boards & Commissions room.