

Minutes of the meeting of the Records Commission of Cuyahoga County, held December 6, 2019 at 1:30 p.m. on the third floor of the County Archives building. The following members of the Records Commission were present:

Judith G. Cetina, representing Cuyahoga County Executive, Armond Budish
LaTia Adams, representing Clerk of Courts, Nailah K. Byrd
Brendan Healy representing County Prosecutor, Michael C. O'Malley
Christina Papa, representing Interim Fiscal Office, Michael Chambers

The following person was also present:

Verla M. Jones Cuyahoga County Treasury-Quality Assurance-Real Property

Dr. Judith G. Cetina, representing Cuyahoga County Executive Armond Budish, called the meeting of the Cuyahoga County Records Commission to order at 1:30 p.m. The meeting began with an introduction of the Records Commission members, including Brendan Healy who is the new designee for the County Prosecutor, and guest, Verla M. Jones from the Cuyahoga County Treasury-Quality Assurance-Real Property. As the first item of business Ms. Jones presented a schedule of records retention (RC-2) from her department for the Commission's review. She explained that with the implementation of the Harris/Govern Tax System the County Treasury planned to preserve electronic images of several records, already identified on an earlier RC-2, dated 2010, as preserved only in a paper format. Therefore, the retention schedule before the Records Commission included those documents, noted above, as maintained in multiple media such as paper/electronic/digital formats. In addition, one new item was added to the schedule. Ms. Jones noted Dr. Cetina had recommended that the schedule numbers used should reflect the current year, e.g. 2019, and that as part of the record descriptions those item numbers from 2010 should be declared as superseded by the new RC-2. It appeared to Dr. Cetina that continuing to submit revisions by using the 2010 designation, building on the last number used, for example 2010-159, as approved in 2018, followed by 2010-160 and so on, might be confusing and make future amendments more complicated. The Commission members then reviewed the schedule to determine if any other adjustments were necessary, but found none. Upon the motion of Mr. Healy, seconded by Ms. Papa, the RC-2 submitted by the County Treasury-Quality Assurance-Real Property was approved by the Records Commission.

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Dr. Cetina, under other business, then announced that the Records Commission was next scheduled to meet on Wednesday, June 3, 2020. Dr. Cetina reported, however, that she expected to receive several retention schedules for review in the New Year, including RC-2s from the Juvenile Court, Information Technology, and the Cuyahoga County Fiscal Officer-Office of Budget and Management. Thus, it might be necessary to call for a special meeting, early in 2020, to consider some of those schedules prior to the June session.

There being no other matters for the Commission's attention, upon the motion of Ms. Papa, seconded by Ms. Adams, the meeting was adjourned by the unanimous consent of its members, with best wishes for the holiday season.

Respectfully submitted,



Judith G. Cetina, Ph.D. CA

Acting Secretary

Cuyahoga County Records Commission.