

**NORTH RIDGEVILLE RECORDS COMMISSION  
MEETING MINUTES  
June 28, 2022**

Chairman Kevin Corcoran called the meeting to order at 2:00 p.m. in City Council Chambers at North Ridgeville City Hall, 7307 Avon Belden Road.

Commission members present were Chairman Mayor Kevin Corcoran, Robert Esper, and Clerk of Council Fijabi Gallam.

Auditor April Wilkerson was excused.

Also present were Assistant Law Director Toni Morgan, Treasurer Brian Keller, Public Utilities Director Tara Peet, and Planning and Economic Development Director Kim Lieber.

**Minutes from the December 15, 2021, Record's Commission meeting**

Chairman Corcoran asked for any corrections to the meeting minutes. No discussion was offered.

It was moved by Esper and seconded by Chairman Corcoran to approve the Records Commission Meeting Minutes dated December 15, 2021.

A voice vote was taken and the motion carried.

Yes – 2                      No – 0

**Approval of RC-2 – Public Utilities**

Public Utilities Director Tara Peet remarked that the department had two additions to the Public Utilities RC-2 – Added 2022-01 (Utility Payment Checks) back to the retention schedule, and added a retention item for social media. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve RC-2.

A voice vote was taken and the motion carried.

Yes – 2                      No – 0

**Approval of RC-2 – Treasurer's Office and Human Resource Department**

Brian Keller remarked that he had two changes. The first change was creating a retention schedule for the Human Resources (HR) Department. The HR schedule was merged with the Treasurer's Office. The second change was to the Treasurer's Office RC-2 – 2018-45 (Supplemental Insurance Correspondance) – removing the names of the vendors to keep the retention line generic. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the RC-2 for the Treasurer's Office and the Human Resource Department.

A voice vote was taken and the motion carried.

Yes – 2

No – 0

**Approval of RC-2 – Planning and Economic Development Department**

Planning and Economic Development Director Kim Lieber remarked that she is creating an RC-2 for the department. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the new RC-2.

A voice vote was taken and the motion carried.

Yes – 2

No – 0

**Approval of RC-2 – Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department**

Assistant Clerk of Council Fijabi Gallam remarked that Social Media Retention was added to the following RC-2s – Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department. Office for Older Adults RC-2 removed Senior Inc. from all retentions to keep it generic. Senior Inc. was disbanded. No discussion was offered.

It was moved by Chairman Corcoran and seconded by Esper to approve the RC-2s for the Clerk of Council, Fire Department, Police Department, Office for Older Adults, and Parks and Recreation Department.

A voice vote was taken and the motion carried.

Yes – 2

No – 0

**Additional Business**

No additional business.

**Adjournment**

Chairman Corcoran asked for any further discussion. No further discussion was offered.

The meeting was adjourned at 2:05 p.m.

These meeting minutes were approved on the 15<sup>th</sup> day of December 2022.



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Fijabi Gallam, MMC  
Assistant Clerk of Council  
Records Commission Secretary