

Minutes

Alliance Records Commission

September 17, 2018

I. Call to order

The meeting was called to order by Chairperson Barb Sferra at 1:15pm.

II. The following persons were in attendance: Attorney William Morris, Auditor Representative Mike Higgs, Citizen Representative Dick Diser, and Mayor Representative Barb Sferra.

III. Old Business

Barb brought up going over the Sunshine Law. Bill questioned how people are destroying emails? Hicks is positive all emails are archived to Office 365, but is going to look into it to make sure he is correct about that. Checking City Employee Handbook on what it states on City procedure for emails. Barb asked for ideas on how to enforce procedures and Bill mentioned that referring to the Ohio ERC website should help us with that need.

IV. New Business

- a. Email from Law Director Jennifer Arnold was shared by Barb. It stated she was participating in the records destruction and had 20 boxes criminal records and 10 boxes of civil records that needed destroyed. Hicks and Diser both motioned Yes to grant The Law Director's request.
- b. Once Barb receives confirmation on a date for destruction and prices she will contact Department heads and Record Commission members via email.

V. Adjournment

A motion for adjournment by Diser was made at 1:34pm, 2nded By Sferra.