

CITY OF *Beachwood*

Beachwood Records Commission Meeting Minutes
Monday, October 14, 2024, 9:00 AM
At Beachwood City Hall, Conference Room A,
25315 Fairmount Boulevard, Beachwood, Ohio 44122

Called to order by Chairman Mayor Berns
at 9:05 AM

Mayor Berns
Larry Heiser
Todd Hunt
Karen Saidel

1. Roll Call

Present – Mayor Berns, Mr. Heiser, Mr. Hunt, Ms. Saidel
Others Present – Fire Chief Holtzman, Ms. Jones, Ms. Ray,
Mr. Rose, Mr. Schroeder

2. Approval of Minutes

Records Commission Meeting held on May 13, 2024

Moved by: Mayor Berns, Seconded by: K. Saidel

Voice Vote

On the Approval:

Yes: 3
No: 0
Abstain: 0
Not Voting: 0

3. Review and Vote on RC-2 changes for Community Services, Finance, Fire

Proposed amendments to the RC-2 Retention Schedules for the Community Services, Finance, and Fire Departments were introduced and discussed.

A motion was made and approved to adopt the proposed amendments.

Moved by: T. Hunt, Seconded by: L. Heiser

Voice Vote: Yes: 4
No: 0
Abstain: 0
Not Voting: 0
MOTION ADOPTED

4. Records Disposal Update

The City's Records Manager, Whitney Crook, provided an update on records disposal initiatives for several departments, including Civil Service. Ms. Crook also reported that all annual records training requirements have been completed.

5. Discussion regarding dates for 2025 Meetings

The Commission discussed potential meeting dates for 2025. Ms. Crook will confirm available dates for May and October 2025.

6. Any other matters coming before the Records Commission.

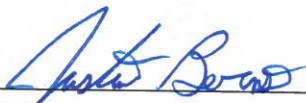
None.

7. **Adjournment**

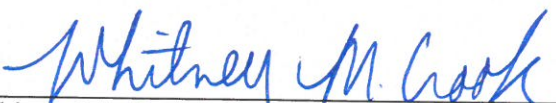
With no further business, the meeting was adjourned.

Moved by Mr. Heiser at 9:12 AM to adjourn until the next Records Commission Meeting

Approved:



Chairman



Whitney M. Crook, Clerk of Council