



**The City of Norton
Records Commission**

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Norton, OH 44203

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To: Records Commission (Members 4)
From: Janice Back, Records Commission Secretary
Date: December 7th, 2022
Re: Approved Records Commission Minutes from December 15th, 2021

Attached you will find a copy of the approved, signed minutes from the Records Commission meeting held on December 15th, 2022

Please note the original, approved, signed minutes are on file with the Records Commission Secretary.

original on file: RC Commission Secretary
hard copy: Posting/City Website

emailed cc: RC Members (4)
Administrative Officer
Administrative Assistant
Council Secretary
Council Members (7)
Department Heads
Office Managers (3)
Front Desk Clerk
Account Clerk
H R Director



**THE CITY OF NORTON
RECORDS COMMISSION MEETING
Wednesday, December 15th, 2021
Administration Meeting Room**

The Mayor called the meeting to order at 11:15 a.m.

ROLL CALL:

PRESENT: Mayor, Mike Zita
Director of Finance, Pamela Keener
Member/ RC Secretary /RC Archivist, Janice Back
Law Director, Justin Markey

Invitees: **Captain Larry Lane**
NPD Office Manager, Megan Dalton

OLD BUSINESS:

- There was no old business at the present time.

NEW BUSINESS:

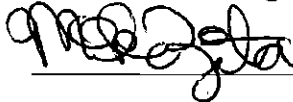
- Changes to Section #10, Police Records were presented to the commission.
- Captain Lane presented the reasons for re-writing this section. It is to bring the manual up to date with the present Police records retention process.
- The members said they did look this over via email.
- The members all agreed. The members voted unanimously to continue with the process with the Ohio LGRP process for State approval.
- Mayor Zita signed the form that will be submitted to the State of Ohio.
- It was also unanimously agreed upon to continue with disposal expired records in 2022.
- The Records secretary will hold off on the disposal of any Police records until the approved RC 2 is received.

CONSIDERATION OF THE MINUTES:

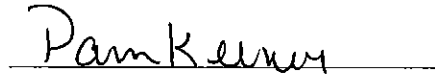
- The minutes from February 17th, 2021 were presented and approved.

ADJOURNMENT:

- There being no further business, the meeting was adjourned at 11:23 a.m.



Records Commission Chair / Member



Records Commission / Member

12-7-2022 Date Approved

Preliminary minutes submitted by Janice Back, RC Secretary / Archivist / Stenographer