



**The City of Norton  
Records Commission**

**4060 Columbia Woods Drive  
Norton, OH 44203  
Phone: 330-825-3086  
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**To:** Records Commission (Members 4)  
**From:** Janice Back, Records Commission Secretary  
**Date:** December 16<sup>th</sup>, 2021  
**Re:** Approved Records Commission Minutes from February 17<sup>th</sup>, 2021

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Attached you will find a copy of the approved, signed minutes from the Records Commission meeting held on February 17<sup>th</sup>, 2021.

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)  
Account Clerk



**THE CITY OF NORTON  
RECORDS COMMISSION MEETING  
Wednesday, February 17<sup>th</sup> 2021, @ 9:30 a.m.  
Remote Teleconference Meeting**

The Records Commission convened remotely via Zoom Teleconference Meeting. The meeting was called to order at 9:30 a.m.

**ROLL CALL:**

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

**OLD BUSINESS:**

- There was no old business at the present time.

**NEW BUSINESS:**

- The RC 3 was brought before the Records Commission for approval. It was unanimously approved stating that everything is in order. The RC 3 was delivered to the Mayor for his signatures. Once the signed RC 3 is returned, it will be scanned and distributed to all departments, clerks, etc. for disposition to begin on March 1<sup>st</sup>, 2021.
- It was asked if there were any questions or discussions on the consideration of a plotter/scanner in 2021. Justin Markey said this would be a decision for the Administrator and Mayor. They are meeting later today and said it would be a topic of conversation.

**CONSIDERATION OF THE MINUTES:**

- The minutes from December 4<sup>th</sup>, 2019 were presented and approved.
- The minutes were approved and will be signed remotely by the Mayor.

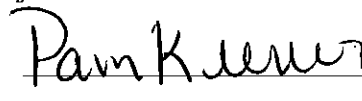
**ADJOURNMENT:**

- There being no further business, the meeting was adjourned at 9:38 a.m.



Records Commission Chair / Member

Dec 15, 2021 Date Approved



Records Commission / Member

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