



**City of Bexley
Records Commission**

Meeting Minutes

February 22, 2024, 8:30 a.m.

Interim Chair Mayor Kessler called the meeting to order at 8:33 a.m.

Roll Call – Present: Board Members - Kate Mosca, Resident Member; Mayor Ben Kessler, Chair; Matt McPeek, Auditor; Marc Fishel, City Attorney. Board Secretary - Yvette Nguyen (Administrative & Records Manager). Others present – Kathy Rose, (Building & Zoning), Jordan Cavallero (Service), Natalie Mullin & Katie Sarvas (Rec & Parks), Emily Buckley (HR), Karrie Martin (Finance), Megan Meyer (Administration & Development), Janet Mercurio (Water), Natalie Vawter (Mayor's Office), Erik McGuinness (IT).

Board member and Chair, Gary Lewis, Jr., Chief of Police, arrived at 8:38 a.m. and facilitation of the meeting was turned over to him.

Meeting Minutes – Minutes from the 12/07/2023 Records Commission Meeting were reviewed. Kate Mosca motioned to approve the minutes, Matt McPeek seconded. All members voted in favor and motion carried.

Unfinished Business – Yvette Nguyen presented draft versions of the City-wide and department/function specific retention schedules. Megan Meyer asked if social media records should be added to the schedule. Ms. Meyer recommended an archival software to collect and retain social media records. This will be considered. In addition, other items were discussed and Ms. Nguyen will continue to work with the Records Officers and Attorney Fishel to create a final draft to present at the next meeting.

New Business – Yvette Nguyen presented a records management policy. Marc Fishel asked to see a City organizational chart to make sure all departments/functions are included. Ms. Nguyen will share the policy with the Records Officers and Marc Fishel for further evaluation and feedback. A final draft will be presented at the next meeting.

Roundtable. Records stored at the Service Department that are ready for destruction per current retention schedules will be documented and destroyed in March.

The next meeting is scheduled for March 28, 2024 at 8:30 a.m. and will be held at City Hall, 2242 E. Main Street.

Adjourn. Chief Lewis ended the meeting at 9:18 a.m.