

CITY OF LORAIN
RECORDS COMMISSION
MINUTES
Friday – August 1, 2025 – 9:30 A.M.

1. **MEETING CALL TO ORDER**

Records Commission Meeting of August 1, 2025, called to order at 9:34 a.m.

2. **ROLL CALL**

Present: Mayor Jack Bradley, Safety/Service Director Rey Carrion, John Strader on behalf of Auditor Koziura, Rocky Radeff on behalf of Law Director Riley, Frank Sipkovsky, Maggie Partin, Breanna Dull, Councilwoman Beth Henley, Councilwoman Victoria Kempton, and Alonna Lopez.

3. **APPROVAL OF THE MINUTES**

- a. January 30, 2025, Meeting Minutes.

John Strader made a motion to approve the minutes of January 30, 2025. Frank Sipkovsky seconded the motion. Motion carried unanimously.

Discussion: The meeting minutes for today's meeting (August 1, 2025) will be available after approval at the records commission meeting tentatively scheduled for January 2026. This commission has oversight by the Ohio History Connection and the Ohio State Auditor. Items approved at the City of Lorain Records Commission are forwarded to the other two entities for review and approval. This commission follows the Ohio Revised Code and laws applicable to the Records Commission.

4. **NEW BUSINESS**

- a. **Clerk of Council's request for approval of the Records Retention Schedule (RC-2).**

Discussion: This is a request to update the current RC-2 for the Clerk of Council's Office. This update comes as a result of the training the Clerk of Council's office attended in March 2025. It was recommended at that training that RC-2 schedules be updated every eight years. The current schedule being used is from 2013 but is not deficient in any way. Changes or additions to the current RC-2 are highlighted in yellow. The department is updating the RC-2 to include additional documents that have been started in recent years such as public comment sheets. This update includes changes to department names. This is not a request to destroy any documentation. The updated schedule will get the department on a yearly schedule following the Ohio

Municipal Records Manual recommendations. Some items/documents will be kept longer than the recommended retention period. City Council meeting minutes are maintained permanently. DF-13-41 has been amended to say 2 years or until a state audit for that year has been released.

Motion to approve the request as amended- John Strader; Seconded- Safety Service Director Rey Carrion. Motion carried unanimously.

5. **Old BUSINESS-**

None.

6. **MISCELLANEOUS CONCERNS**

Councilwoman Kempton questioned how a citizen would locate records after they are destroyed. Not every record has a backup that is maintained permanently. Some records are maintained electronically for a period of time after the paper document is destroyed. A department's RC-3 outlines the documents, media type(s), and year ranges for documents requested to be destroyed. Unless a document is required to be maintained permanently there is a chance that the paper and electronic records will be destroyed based on the department's RC-3. Any records approved to be destroyed cannot be requested after the set destruction date. Breanna Dull shared that the City Council meeting minutes are verbatim and maintained permanently. Councilwoman Kempton raised the question of maintaining the Council meetings that were held and filmed virtually during the Covid 19 shutdown. She questioned if for historical purposes those meeting recordings should be maintained permanently. Records requested to be destroyed are reviewed by three entities. First by the Lorain Records Commission (which is the process taking place today). The documents are then submitted to the Ohio History Connection and Ohio State Auditor. Once submitted each entity has 60 days to review the RC forms submitted. The Ohio History Connection reviews items for historical value and if they believed those records should be maintained permanently or submitted for further review, they would have notified the city. The city did not receive any notification from the Ohio History Connection for meetings held virtually during the pandemic. Councilwoman Henley thanked Breanna and Maggie for their great work.

The tentative date of the next Records Commission meeting will be Thursday, January 29, 2026, at 2:00 p.m.

7. **AJOURNMENT**

The Records Commission Meeting of August 1 adjourned at 10:01 a.m.