

**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING
MONDAY, NOVEMBER 27, 2023 – 6:50 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Mayor Koons, Fiscal Officer Romanowski, Police Chief Rizzo, Resident Mary Ann Keesler, Solicitor Matheney

The Mayor called the Records Commission meeting to order. Keesler made a motion to approve the minutes from the May 22, 2023, Records Commission meeting, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Mayor noted there were eight items on the Police Department records destruction request. The Solicitor asked if the request for destruction of the pre-employment testing records was a blanket item that is included each time. The Chief concurred. The Solicitor asked if there were any that needed to be destroyed. The Chief said they were automatically destroyed after six months. The department currently has the records for two employees which will be included. The Solicitor thought there needed to be discussion about how to handle these records relative to the Records Retention Schedule. The Chief explained that originally, it was the preemployment medical, psychological, and voice stress analysis testing that were included. The issue was about the sensitivity of these documents. The Fiscal Officer relayed that Jim Budzik, Human Resources attorney with Mansour Gavin, had concerns that there should be a longer retention period.

The Chief wondered if the retention of the preemployment testing was like the retention schedule for the traffic camera video which is automatically removed after a 60-day period. The Solicitor asked if the pre-employment materials were separated out and the Fiscal Officer thought there needed to be a better understanding of what file the records were kept in and for how long. The Mayor asked if Budzik should be consulted, and the Fiscal Officer said Budzik sent her some information she would share. The Solicitor concurred and felt that clarification was needed.

The Fiscal Officer addressed the previous discussion about installing a lock on the door to the office containing the historic Village records. The door is swollen and needs to be adjusted and then a lock will be installed.

ADJOURNMENT: Being that there was no further business, the Mayor made a motion to adjourn at 6:55 p.m., seconded Keesler. Voice vote – ayes, all. Motion carried.

**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING
MONDAY, MAY 22, 2023 – 6:50 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Mayor Koons, Fiscal Officer Romanowski, Resident Mary Ann Keesler, Solicitor Matheney

The Mayor called the Records Commission meeting to order. The Fiscal Officer read the roll. The Mayor made a motion to approve the minutes from the November 22, 2022, Records Commission meeting, seconded by Keesler. Voice vote – ayes, all. Motion carried.

The Mayor noted the departmental records destruction request list was long. The Fiscal Officer reported that the lists were from the Streets and Administrative Departments. The Building and Police Departments did not have anything to destroy. Everything that appeared on the lists provided were already approved on the RC-2 by the State.

The Mayor made a motion to approve the departmental records destruction requests, seconded by Keesler. Voice vote – ayes, all. Motion carried.

The Mayor addressed the safety of stored records. The Fiscal Officer explained that the minutes and ordinances are permanent records and can never be destroyed. Currently they are stored in an office downstairs in Village Hall that does not fully lock. The Service Department will be asked to fix the lock. She advised that Village Hall is used by the public and this measure would ensure the security of the records. All agreed.

ADJOURNMENT: Being that there was no further business, the Mayor made a motion to adjourn at 6:52 p.m., seconded Keesler. Roll call – ayes, all. Motion carried.

Prepared by Leslie Galicki

**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING
MONDAY, NOVEMBER 28, 2022 – 6:50 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Mayor Koons, Mary Ann Keesler, Solicitor Matheney, Fiscal Officer Romanowski

The Mayor called the Records Commission meeting to order. The Fiscal Officer read the roll. Keesler made a motion to approve the minutes from the May 23, 2022, Public Records Commission meeting, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Mayor reported that Shredding Day occurred on October 29, 2022, and ten tons of paper were destroyed, but he was unsure how much of it consisted of Village records.

The Fiscal Officer advised that information was obtained concerning more reliable alternatives to the current shredding service. She would forward the information to the Street Commissioner.

ADJOURNMENT: Being that there was no further business, Keesler made a motion to adjourn at 6:54 p.m., seconded by the Solicitor. Roll call – ayes, all. Motion carried.

Prepared by Leslie Galicki

**RECORD OF PROCEEDINGS
RECORDS COMMISSION HYBRID MEETING
MONDAY, MAY 23, 2022 – 6:50 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Fiscal Officer Romanowski, Mary Ann Keesler, Solicitor Matheney

The Mayor called the Records Commission meeting to order. The Fiscal Officer read the roll. Keesler made a motion to approve the minutes from the November 8, 2021, Public Records Commission meeting, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Fiscal Officer explained that the lists presented by the Police Department, Building Department, Street Department, and Administration had been compiled in accordance with the RC-2, which is filed with the State. There were no items from any of the departments which fell outside the retention schedule. The identified records will be gathered for disposal on Shredding Day, October 29, 2022. The Solicitor made a motion to approve disposal of the records presented to the Records Commission, seconded by Keesler. Voice vote – ayes, all. Motion carried.

ADJOURNMENT: Being that there was no further business, the Mayor made a motion to adjourn at 6:52 p.m., seconded by the Solicitor. Roll call – ayes, all. Motion carried.



Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki

**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING
MONDAY, JUNE 14, 2021 – 7:15 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Mayor Koons, Fiscal Officer Romanowski, Mary Ann Keesler, Solicitor Matheney

The Mayor called the Records Commission meeting conducted in person and via the teleconference service Zoom to order. The Fiscal Officer read the roll. Keesler made a motion to approve the minutes from the November 09, 2020, Public Records Commission meeting, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Fiscal Officer explained that the lists presented by the Police Department, Building Department, Street Department, and Administration had been compiled in accordance with the RC-2, which is filed with the State. Any additional materials identified for disposal on Shred Day would also comply with the requirements of the RC-2. The Mayor stated that there was a motion and a second to approve the requests that were before the Records Commission to have items destroyed. Voice vote – ayes, all. Motion carried.

The Mayor stated that the current RC-2 was being reviewed relative to retention of Zoom meeting recordings under category 01-36, Meeting Recordings, and the retention of the Public Records Request Log under category 01-01, Activity Reports, with a two year retention. The Fiscal Officer advised that she and the Solicitor agreed that in lieu of placing these items under their own classifications, they would instead be kept in a broad existing category. The Fiscal Officer added that “emails” under the current schedule would be changed to reflect “emails and text messages.” Additionally, “project files” would be separated from its current category into a separate line-item. Keesler made a motion to update the RC-2 with the 2021 changes, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Fiscal Officer recommended that everyone dispose of appropriate records because if they are retained, the Village is liable to present the records.

ADJOURNMENT: Being that there was no further business, Keesler made a motion to adjourn at 7:19 p.m., seconded by the Solicitor. Roll call – ayes, all. Motion carried.


Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki

**RECORD OF PROCEEDINGS
HYBRID RECORDS COMMISSION MEETING
MONDAY, NOVEMBER 9, 2020 - 7:28 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Mayor Koons (Zoom), Fiscal Officer Romanowski, Solicitor Matheney, Maryann Keesler (phone)

Mayor called the Records Commission meeting to order. The Fiscal Officer read the roll. Keesler made a motion to approve the July 30, 2020 minutes, seconded by the Mayor. Voice vote – ayes, all. Motion carried.

NEW BUSINESS: The Fiscal Officer stated that Shredding Day was held November 7, 2020 in the Village Hall parking lot and administrative records approved for destruction in July were destroyed. She added that the next meeting will be in May 2021.

ADJOURNMENT: Being that there was no further business before the committee, Keesler made a motion to adjourn at 7:29 p.m., seconded by the Mayor. Voice vote – ayes, all. Motion carried.


Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki

**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING (VIA ZOOM)
MONDAY, JULY 13, 2020 – 7:20 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**


OFFICIALS PRESENT: Fiscal Officer Romanowski, Mary Ann Keesler, Solicitor Matheney

The Mayor called the Records Commission meeting conducted via the teleconference service Zoom to order. The Fiscal Officer read the roll. The Solicitor made a motion to approve the minutes from the November 25, 2020 Public Records Commission meeting, seconded by Keesler. Voice vote – ayes, all. Motion carried.

The Fiscal Officer explained that the meeting was being held in preparation to dispose of old records. The Fiscal Officer and the Police Department submitted destruction requests. She explained that everything on the lists is on the retention schedule and following the parameters of the schedule. The Mayor made a motion to approve the requests that are before the Records Commission to have items destroyed, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

Monday, November 9, 2020 was identified as the next Records Commission meeting.

ADJOURNMENT: Being that there was no further business, the Solicitor made a motion to adjourn at 7:24 p.m., seconded by Keesler. Roll call – ayes, all. Motion carried.


Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki


**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING
MONDAY, NOVEMBER 25, 2019 - 7:20 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**

OFFICIALS PRESENT: Mayor Koons, Fiscal Officer Romanowski, Solicitor Matheney, Maryann Keesler

Mayor called the Records Commission meeting to order. Keesler made a motion to approve the August 12, 2019 minutes, seconded by the Solicitor. Voice vote – ayes, all. Motion carried. The Fiscal Officer explained that all departments received the disposal request form. There was nothing out of the ordinary received by the Fiscal Officer from the Village’s departments. Keesler made a motion to approve the list of items dated October 8, 2019, to be destroyed, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

NEW BUSINESS: The Fiscal Officer reported that the Village records were disposed of on the Village’s Shredding Day.

ADJOURNMENT: Being that there was no further business before the committee, Keesler made a motion to adjourn at 7:21 p.m., seconded by the Solicitor. Voice vote – ayes, all. Motion carried.


Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki

VILLAGE OF SOUTH RUSSELL

**RECORDS COMMISSION MEETING
Monday, August 12, 2019 - 7:10 PM**

Present: Keesler, Koons, Matheney, Romanowski

Visitors: Rizzo

The Mayor called the Village of South Russell Records Commission meeting to order at 7:10 p.m. on Monday, August 12, 2019.

Keesler made a motion to approve the minutes of the September 10, 2018 Records meeting, seconded by Koons. All in favor, motion passed.

Romanowski reviewed the lists of the destruction requests from the various departments. Koons made a motion to approve the destruction requests, seconded by Keesler. All in favor, motion carried.

The next Records Commission meeting was scheduled for Monday, November 25, 2019 at 7:20 p.m.

There being no further business before the Commission, at 7:17 p.m. Matheney made a motion to adjourn, seconded by Keesler. Voice vote – all in favor. Motion passed.



Danielle Romanowski, Fiscal Officer

**RECORD OF PROCEEDINGS
RECORDS COMMISSION MEETING
MONDAY, NOVEMBER 25, 2019 - 7:20 P.M.
MAYOR WILLIAM G. KOONS PRESIDING**


OFFICIALS PRESENT: Mayor Koons, Fiscal Officer Romanowski, Solicitor Matheney,
Maryann Keesler

Mayor called the Records Commission meeting to order. Keesler made a motion to approve the August 12, 2019 minutes, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

The Fiscal Officer explained that all departments received the disposal request form. There was nothing out of the ordinary received by the Fiscal Officer from the Village's departments. Keesler made a motion to approve the list of items dated October 8, 2019, to be destroyed, seconded by the Solicitor. Voice vote – ayes, all. Motion carried.

NEW BUSINESS: The Fiscal Officer reported that the Village records were disposed of on the Village's Shredding Day.

ADJOURNMENT: Being that there was no further business before the committee, Keesler made a motion to adjourn at 7:21 p.m., seconded by the Solicitor. Voice vote – ayes, all. Motion carried.



Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki

VILLAGE OF SOUTH RUSSELL

**RECORDS COMMISSION MEETING
Monday, September 10, 2018 – 7:20 PM**

Present: Koons, Romanowski, Rizzo, Keesler

Absent: Ondrey (sick)

The Mayor called the Village of South Russell Records Commission meeting to order at 7:20 p.m. on Monday, September 10, 2018.

Keesler made a motion to approve the minutes of the November 27, 2017 Records meeting, seconded by Koons. All in favor, motion passed.

Koons reviewed the lists of the destruction requests from the various departments. It was determined that #9 on the Police Department Request entitled “All Pre-Employment Testing Records of all police department employees” is not a Police Department record but rather an Administration record. Therefore, records 09-45 “Pre-employment Testing – New Hires” and 09-46 “Pre-Employment Testing – Current Employees” were added to the Administration Records Destruction 2018 List provided by the Fiscal Officer.

Keesler made a motion to approve destruction of the records listed on the destruction request lists as amended, seconded by Koons. All in favor, motion passed.

There being no further business before the Commission, at 7:24 p.m. Koons made a motion to adjourn, seconded by Keesler. Voice vote – all in favor. Motion passed.


Danielle Romanowski, Fiscal Officer