



## City of Hudson, Ohio

### Meeting Minutes

#### City of Hudson – Records Commission Minutes

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Monday, October 19, 2020

2:00 PM

via Zoom

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#### **1. Call to Order – Jody Roberts, Chair**

- a. Pursuant to Chapter 290 of the Codified Ordinances of the City of Hudson, Mrs. Roberts, Chair, called the Records Commission meeting to order at 2:02 p.m. via Zoom.
- b. Present: Jody Roberts, Communications Manager, Elizabeth Slagle, Clerk of Council; Erin Schaad, Secretary to the Commission; Jeff Knoblauch, Finance Director; Matt Vazzana, City Solicitor; Joanne Moore, Citizen member; Thom Sheridan, Assistant City Manager; Dan Gerbracht Operations Manager-HCTV; Barbara VanBlarcum, Programming Director-HCTV

#### **2. Review of RC-2 Submissions for Approval**

- a. RC-2 for HCTV

Mrs. Roberts stated that this department’s RC-2 was last updated in 2012. Mrs. Roberts also stated that any general retention schedule items will be put on a general citywide retention schedule and need not be included in specific department ones (emails, correspondence, phone messages, etc.). Mrs. VanBlarcum stated that they have a lot of video in their possession – from the various editing versions to the final recorded version. They also possess a lot of Hudson Community First production videos, from those that are done live and those that are pre-recorded. Mr. Gerbracht stated that they also have hundreds if not thousands of photos, set designs, equipment, public access agreements and releases for music performances. Mr. Gerbracht stated the City of Wadsworth has a similar HCTV department and he will reach out to them to see what is on their RC-2 schedule. Mr. Vazzana suggested reaching out to organizations they belong to, to see if others can offer advice on how they keep these items. Mr. Vazzana stated all the items listed are public records, the next question becomes how long do you want to keep it? Mr. Gerbracht also stated that they have video that is submitted to them, but not video they record, would that be considered their record? Mrs. Moore stated that once they possess it, it is their records. Mr. Vazzana stated that they would be considered the owner of the video itself but that they not legally responsible for the content. Mr. Sheridan asked if it would be helpful to reach out to the State Auditor for guidance on how long to keep these items? Mr. Knoblauch stated it is the Ohio Historical Society that approves the schedule, and the auditor will audit to make sure you are keeping to the schedule. Mr. Gerbracht asked that if HCTV does work for specific departments, who is responsible for maintaining that record? Mrs. Roberts stated it is maintained by the department that creates the record. Mr. Vazzana stated the long term goal is to find unique records that are department specific and the others can be kept under the general administrative schedule. Mr. Gerbracht suggested other records that need to be examined - the public access users use their equipment to edit raw footage and that he and Mrs. VanBlarcum also teach a video production class at Hudson High school. Mr. Knoblauch stated that for items such as “raw footage”, using the retention term “until no longer of administrative value” would be best to use in this case.

Mrs. VanBlarcum stated she will reach out to neighboring communities and organizations to see how they keep their records schedules and Mr. Gerbracht will start the roster of current items. Mrs. Schaad suggested having a draft records retention schedule ready for the next Records Retention meeting, which will take place in early December 2020.

#### **3. Next Scheduled Open Meeting**

- a. To be determined.

**4. Adjournment**

- a. There being no further business, the meeting was adjourned at 2:31 p.m.

  
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Jody Roberts, Chair

  
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Erin Schaad, Secretary