



City of Hudson, Ohio

Meeting Minutes

City of Hudson – Records Commission Minutes

Wednesday, July 28, 2021

2:00 PM

City Hall

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 2:07 p.m.
- 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.

2. Review of RC-2 Submissions for Approval

- a. RC-2 for General Administration

Mrs. Roberts showed the commission a revised draft of a new General Administration schedule that will encompass schedule items that are general to all departments, such as correspondence, emails, etc. and then items that pertain only to certain departments are listed separately and in alphabetical order in the general schedule.

Commission members had a lengthy discussion on several different schedule items and questioned if certain items qualify for general or specific department schedules. Mrs. Roberts will follow up with those individual departments to clarify specific schedule items and report back to the Commission at the next scheduled meeting.

The next Records Commission will be scheduled four to six weeks out to allow for Mrs. Roberts to present the Commission with a revised schedule.

3. Next Scheduled Open Meeting

- a. To be determined.

4. Adjournment

- a. There being no further business, the meeting was adjourned at 3:30 p.m.

Handwritten signature of Jody Roberts in blue ink.

Jody Roberts, Chair

Handwritten signature of Erin Schaad in blue ink.

Erin Schaad, Secretary