



**City of Bexley
Records Commission**

Meeting Minutes

March 28, 2024, 8:30 a.m.

Chair Gary Lewis, Jr. called the meeting to order at 8:35 a.m.

Roll Call – Board Members Present - Kate Mosca, Resident Member; Marc Fishel, City Attorney; Gary Lewis, Jr., Chair. Board Member Absent: Matt McPeek, Auditor’s Office.

Other’s present: Board Secretary - Yvette Nguyen (Administrative & Records Manager), Robin Shetler, (Building & Zoning), Natalie Mullin (Rec & Parks), Marquan Stewart (Mayor’s Court, Emily Buckley (HR), Karrie Martin (Finance), Megan Meyer (Administration & Development), Janet Mercurio (Water), Erik McGuinness (IT), Mayor Ben Kessler.

Meeting Minutes – Minutes from the 2/22/2024 Records Commission Meeting were reviewed. Kate Mosca motioned to approve the minutes, Marc Fishel seconded. Motion carried.

Old Business – Retention Schedules: Final drafts of the City-wide and departmental retention schedules were reviewed. Marc Fishel moved to approve the schedules with the exception of the Auditor’s Office and Service Department’s schedules. Kate Mosca seconded. Motion approved. The schedules for the Auditor’s Office and Service Department are tabled to the next meeting.

Records Management Policy: A final draft was presented and discussed. Changes to the training portion of the policy and a typo are to be made. Marc Fishel moved to approve the policy with the recommended changes. Kate Mosca seconded. Motion approved.

Social Media Archiving: Megan Meyer gave an overview of an archiving software that could benefit the city’s archiving process. Mayor Kessler questioned the cost of the software over the benefit of the software. After further discussion, this item will be tabled to the next meeting.

New Business – Records Requests: Yvette Nguyen and Megan Meyer reviewed JustFOIA, a records management software. Due to the high cost and considering the amount of records requests the city handles, they are working together to create a solution using Google Forms to manage incoming and outgoing public records requests.

Roundtable – Marc Fishel brought up employee use of personal devices and texting regarding city topics. Yvette Nguyen advised that this is addressed in the records policy. In addition, she and Emily Buckley are working together to offer city-wide employee training on this topic.

Next meeting – The next meeting is scheduled for May 23, 2024 at 8:30 a.m.

Adjourn. Kate Mosca moved to adjourn; seconded by Marc Fishel. Meeting adjourned at 9:03 a.m.