

**VILLAGE OF BROOKLYN HEIGHTS**

**MINUTES OF A MEETING**

**RECORDS RETENTION**

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The Record Retention Committee meeting of the Village of Brooklyn Heights, Ohio was held on August 1, 2023 at 6:30 p.m. with Mayor Procuk presiding.

Present at roll call:    Council Members:            Berzins, Lasky, Presot, Tommer  
                                 Mayor:    Procuk  
                                 Clerk/Treasurer:                            Frank  
                                 Law Director:                                Dowling  
                                 Engineer:  
                                 Police Chief:                                 Meade  
                                 Fire Chief:  
                                 Assistant Fire Chief:  
                                 Service Director:                            Blados  
                                 Building Commissioner:  
                                 Assistant Building Official:            Sonenstein  
                                 Comm. Service Director:                Guilfoyle  
                                 Recreation Director:  
                                 Soccer Commissioner:

GUESTS:    Joe Presot, Special Projects

Law Director Dowling reported that the following individuals are on the Records Retention Committee: Law Director Jerry Dowling, Mayor Michael Procuk, Clerk/Treasurer Aaron Frank, Special Projects Joe Presot (appointed by the Mayor) and Councilman Mark Lasky.

Clerk/Treasurer Frank explained that the first task will be to address the Building Department needs and once complete, they'll collaborate with the department heads.

The purpose of the Records Retention Committee meeting is to discuss the Building Department's use of CloudPermit, adding a digital hard drive back up and discontinue retention of physical paperwork.

Assistant Building Official Howard Sonenstein explained that per Village Ordinance, he is required to keep all paper copies of inspections, reports – everything related to the Building Department. Recently they contracted with CloudPermit for online services and hired ScanWorks to scan all Building Department records. At this point, everything is in digital format.

He is hoping that we can update our Ordinance to discontinue keeping all paper records and begin to work with digital records only. With CloudPermit, all records are maintained

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~~in the cloud and he would like a backup of those records on a hard drive or our village server so there is a backup of all records. CloudPermit does not offer a physical hard drive.~~

Mr. Frank asked if all of the information that was scanned still remains in paper form in the storage area and Mr. Sonenstein responded that they still have everything in boxes with the exception of the residential building plans which are being distributed to homeowners.

There are many boxes that we would like to get rid of. Mr. Frank suggested that once we have everything backed up onto a digital hard drive or other device recommended by our IT person, John Triner, we could then shred all of the physical records.

Mr. Sonenstein stated that the Ordinance currently in place specifies various lengths of time that physical, paper records must be kept and he would like to change it to digital retention. Mr. Sonenstein further stated that the Law Director researched and found that the State of Ohio does not require physical, paper copies be maintained.

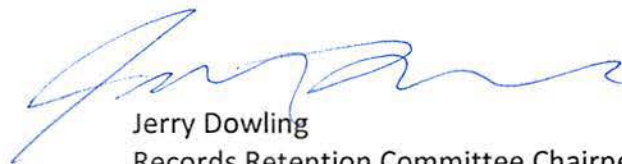
Mr. Presot stated that the State of Ohio does have a schedule regarding retention of records and that some schedules were 50 years, lifetime, etc. but he was not sure if digital record keeping can replace physical papers.

Mr. Frank said he would check with the Ohio Historical Society who gives final approval of record retention. Mr. Dowling stated that this Record Retention Committee is the first step to outline the recommendation.

Mr. Frank stated that his predecessor, Tim Clymer, began digitizing records and he has continued that process. Mr. Lasky inquired how the information was backed up and Mr. Frank explained that all information is backed up on our Village server, every day.

The conclusion was that research will be done for verification of what can be shredded, another Committee Meeting will be held and, if needed, an ordinance drawn up.

There were no further questions and the meeting was adjourned.

  
Jerry Dowling  
Records Retention Committee Chairperson