

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

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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.

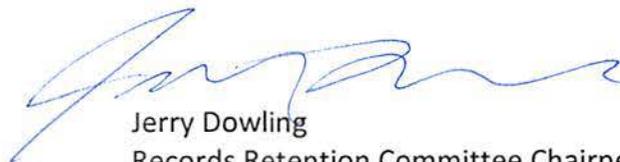
Mr. Presot stated that the State of Ohio does have a schedule regarding retention of records and that some schedules were 50 years, lifetime, etc. but he was not sure if digital record keeping can replace physical papers.

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