

BRECKSVILLE PUBLIC RECORDS COMMISSION
AGENDA

September 22, 2022 3:00 pm.
RALPH W. BIGGS COUNCIL CHAMBERS

1. Approval of Meeting Minutes – April 22, 2021
2. New Department and Schedule Items to Brecksville Records Retention Schedule
 - Community Development and Economic Development
 - Cded-001: Community Development & Economic Development Reports
 - Cded-002: General Loan & Grant Documentation
 - Cded-003: Economic Development Files - Records of contracts, correspondence & incentives
 - Cded-004: Economic Development Files - Prospective files, correspondence
 - Cded-005: Community Development & Economic Development Marketing (brochures, flyers, posters, web)
 - Cded-006: Email - standard, written memo, miscellaneous
 - Cded-007: Email with legal attachments
 - Cded-008: Email - when printed
 - Cded-009: Notes / Transient Records (voicemail messages, telephone message slips, post-it notes and superseded drafts)
 - Cded-010: Legal opinions of Law Director
 - Cded-011: Records Retention Documents RC1, RC2, RC3
 - Cded-012: Public Records Requests
3. New Schedule Items:
 - Fina-091: Initiative Petition Documents
 - Payr-066: Records of a positive drug test result and/or alcohol test result with a concentration of .02 or greater
 - Payr-067: Records of negative and cancelled drug test result and/or alcohol test result with a concentration of less than .02
 - Payr-068: Labor Union Agreement/Contracts
 - Payr-069: Personnel Policies and Procedures
4. Revised Schedule Items:
 - Payr-033: Insurance Enrollment Record
5. Text Messaging Records Discussion
6. Other matters deemed appropriate



cc: City Council
Department Head
Retention Officers