

GEAUGA COUNTY BOARD OF MENTAL HEALTH
AND RECOVERY SERVICES
RECORDS COMMISSION MEETING

Monday, August 15, 2022
11:00 a.m. to 11:30 a.m.
13244 Ravenna Road
Chardon, OH 44024

Present: Susan Wieland, Alberta Chokshi, Jim Mausser, Teresa Slater

I. Call to Order

Ms. Chokshi called the meeting to order at 11:00 AM.

II. Approval of Minutes from August 16, 2021

Mr. Mausser move to approve the Minutes. Attorney Wieland seconded the motion. Voice Vote: All Ayes.

III. Review of Records Retention Policy

The Board's current Policy was reviewed and no changes were suggested or recommended at this time.

IV. Review of Records Retention Schedule:

Ms. Slater reported that she has not received any updates or information from the Ohio History Connection regarding the Board's current Records Retention Schedule.

a. A-17 Correspondence, Faxes, and Emails

Ms. Chokshi said the matter of how long emails should be retained was discussed in Executive Session at a Board meeting. The suggestion was that they should be kept until no longer of significant value. Attorney Wieland advised the committee to keep the 2 year retention time frame as outlined in the Records Retention Schedule that has been approved by the Ohio History Connection.

Mr. Mausser asked about emails between Board members that the Board office may not have as they pertain to records requests. Attorney Wieland said staff should keep all records in accordance with the retention schedule. She further said staff cannot produce a record they do not have. It is up to Board members to retain records according to the retention schedule. This includes all personal email addresses.

b. A-32 Voice Mails and Text Messages

The difficulty of saving voice mails and text messages for the purpose of records requests was discussed. There was no recommendation to change or update this record set retention schedule at this time.

V. Next Meeting Date

The next meeting was scheduled for August 21, 2023 at 11:00 AM.

VI. Adjournment

Attorney Wieland moved to adjourn the meeting. Ms. Chokshi seconded the motion. The meeting was adjourned at 11:16 AM.