

CITY OF NORTH CANTON, OHIO
RECORDS AND ARCHIVES COMMISSION

TRANSCRIPT OF
MARCH 23, 2023, MEETING

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Transcript of Proceedings of the North Canton
Records and Archives Commission, taken by me, the
undersigned, Laurie Maryl Jonas, a Registered Merit
Reporter and Notary Public in and for the State of Ohio,
at North Canton City Hall, 145 North Main Street, North
Canton, Ohio, on Thursday, March 23, 2023, at 9:00 a.m.

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APPEARANCES:

- Stephan B. Wilder, Mayor
- Jina E. Alaback, Director of Finance
- Wayne A. Boyer, Director of Law
- Kelly Odegard, North Canton Heritage Society
- Jennifer Cross, Administrative Specialist

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1 MAYOR WILDER: This is Mayor Wilder calling
2 to order the Records and Archives Commission of the
3 City of North Canton being held as a regular meeting
4 on Thursday, March 23, 2023, at 9 a.m. here at North
5 Canton City Hall conference. I'm going to ask our
6 commission secretary, Jennifer Cross, to call for
7 roll.

8 MS. CROSS: Yes. That will be Mayor Stephan
9 B. Wilder.

10 MAYOR WILDER: Here.

11 MS. CROSS: Jina Alaback.

12 MS. ALABACK: Here.

13 MS. CROSS: Wayne Boyer.

14 MR. BOYER: Here.

15 MS. CROSS: Kelly Odegard.

16 MS. ODEGARD: Here.

17 MAYOR WILDER: Everyone's present. Very
18 good.

19 Item 3 on our agenda is approval for our
20 minutes from the September 26, 2022, meeting as
21 submitted in your packets. May I go ahead and have a
22 motion to accept the minutes as presented.

23 MS. ALABACK: So moved.

24 MAYOR WILDER: So moved by Alaback.

25 MR. BOYER: Second.

1 MAYOR WILDER: Second by Wayne Boyer.

2 Any other discussion on those? All in favor,
3 say "aye."

4 ("Aye" in unison.)

5 MAYOR WILDER: Opposed? Motion carries.

6 Thank you.

7 Item No. 4, we'll go to new business and that
8 covers the annual appointment of Records and Archives
9 Commission members. And, Jennifer, do you want to
10 talk about who is being proposed and their positions.

11 MS. CROSS: Yes, I can.

12 So we're proposing to reappoint the 2022
13 commission members, all of them with the exception of
14 the commission secretary. Proposing myself to
15 replace Kelly Hart as commission secretary.

16 MAYOR WILDER: Very good. So we have Stephan
17 B. Wilder, Mayor; Wayne Boyer, Director of Law; Jina
18 Alaback, Director of Finance, and Kelly Odegard, our
19 North Canton Heritage Society director. That is my
20 appointment as our citizen member representing the
21 North Canton Heritage Society. And serving us also
22 will be Jennifer Cross, our new commission secretary.
23 Do I need -- can I do roll call for that?

24 MR. BOYER: Yeah.

25 MAYOR WILDER: Okay. So I'll go ahead, and

1 does somebody else want to make a motion to accept
2 the commission members other than me?

3 MS. ALABACK: So moved.

4 MAYOR WILDER: So moved, Alaback makes the
5 motion. Can I have a second?

6 MR. BOYER: Second.

7 MAYOR WILDER: Second by Boyer. Very good.

8 Any other discussion for the members? All in
9 favor, say "aye."

10 ("Aye" in unison.)

11 MAYOR WILDER: Opposed?

12 Thank you very much for being willing to
13 serve on our Records and Archives Committee.

14 So Item 4b is the approval of the revised
15 retention manual. And I'm going to give the floor to
16 Miss Jennifer Cross, our commission secretary, as she
17 did some lengthy work on preparing the City of North
18 Canton records retention manual. So, Jennifer,
19 anything you would like to add on this topic?

20 MS. CROSS: Yes. Absolutely.

21 So the proposed revised records retention
22 manual was provided in the packet, and the types of
23 proposed changes I've made I have updated any contact
24 information to reflect my new role as commission
25 secretary that was just confirmed to make sure that

1 people are going to the right place if they have any
2 questions about the process, how to fill out the
3 forms, anything like that. I updated the records
4 retention schedule lists that are included in the
5 manual to match the current approved RC-2 forms that
6 are for various departments and city areas, and
7 actually included the RC-2 forms themselves for easy
8 reference.

9 I did revise the timeline of the records and
10 archives records review and instruction process
11 that's on an annual basis to try to give us more time
12 for record identification and processing to make sure
13 that we have a better chance of thoroughly looking
14 through making sure that anything that might be
15 qualifying for destruction can be destroyed and be
16 processed and be approved for destruction and in a
17 timely manner.

18 Also made some revisions to collect some more
19 relevant information to compile and include in the
20 manual for reference and organizational purposes;
21 trying to make it what I call one-stop shopping for
22 information and then obviously putting a table of
23 contents in as well so that anything that you're not
24 looking for you can skip. That always helps to go
25 right to the source.

1 Finally, I did revise the manual format as
2 well. This is for organizational purposes and ease
3 of use. So again, table of contents just showing
4 what goes where and making it a little bit easier for
5 the various department heads, who are usually our
6 records retention officers, to locate what they might
7 need to help them along the process.

8 MAYOR WILDER: Thank you for that
9 explanation. I read through it and it was very
10 thorough, and I'm impressed.

11 So at this point let's do this: I think it
12 was good to have the explanation before we have a
13 vote to accept the -- or make approval of the City of
14 North Canton records retention manual as revised in
15 March of 2023. So may I have a motion to accept the
16 revised records retention manual?

17 MS. ALABACK: So moved.

18 MAYOR WILDER: So moved by Miss Alaback. May
19 I have a second?

20 MR. BOYER: Second.

21 MAYOR WILDER: Second by Wayne Boyer. Thank
22 you.

23 Any other further discussion on our records
24 retention manual? Very well. We'll call for a vote.
25 All in favor, say "aye."

1 ("Aye" in unison.)

2 MAYOR WILDER: Opposed? The motion carries.

3 Thank you very much, Jennifer, for preparing
4 that. And we welcome you as our new commission
5 secretary.

6 MS. CROSS: Thank you very much.

7 MAYOR WILDER: Is there any other business to
8 come before the commission? If not, we'll call for
9 an adjournment. May I have a motion to adjourn?

10 MS. ALABACK: So moved.

11 MAYOR WILDER: So moved by Alaback. Can I
12 have a second.

13 MR. BOYER: Second.

14 MAYOR WILDER: Second by Boyer. All in
15 favor, say "aye."

16 ("Aye" in unison.)

17 MAYOR WILDER: Opposed? Motion carries. We
18 stand adjourned. Thank you.

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20 (Meeting adjourned at 9:07 a.m.)

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22 Attest:

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24 _____
25 Stephan B. Wilder, Mayor
City of North Canton

<p style="text-align: center;">A</p> <p>a.m 1:16 3:4 8:20 Absolutely 5:20 accept 3:22 5:1 7:13,15 action 9:13 add 5:19 adjourn 8:9 adjourned 8:18 8:20 adjournment 8:9 Administrative 2:6 affiliated 9:14 affixed 9:16 agenda 3:19 ahead 3:21 4:25 Akron 1:24 Alaback 2:3 3:11,12,23,24 4:18 5:3,4 7:17 7:18 8:10,11 annual 4:8 6:11 APPEARANC... 2:1 appointment 4:8 4:20 approval 3:19 5:14 7:13 approved 6:5,16 archives 1:2,12 3:2 4:8 5:13 6:10 areas 6:6 Attest 8:22 attorney 9:12 aye 4:3,4 5:9,10 7:25 8:1,15,16</p> <hr/> <p style="text-align: center;">B</p> <p>B 2:2 3:9 4:17 8:24 basis 6:11</p>	<p>better 6:13 bit 7:4 Boyer 2:4 3:13 3:14,25 4:1,17 4:24 5:6,7 7:20 7:21 8:13,14 business 4:7 8:7</p> <hr/> <p style="text-align: center;">C</p> <p>C 9:1,1 call 3:6 4:23 6:21 7:24 8:8 calling 3:1 Canton 1:1,11 1:15,16,24 2:5 3:3,5 4:19,21 5:18 7:14 9:16 caption 9:10 carries 4:5 8:2 8:17 certify 9:7,10,11 9:14 chance 6:13 changes 5:23 citizen 4:20 city 1:1,15 3:3,5 5:17 6:6 7:13 Civil 9:15 collect 6:18 come 8:8 commission 1:2 1:12 3:2,6 4:9 4:13,14,15,22 5:2,16,24 8:4,8 9:19 commissioned 9:7 Committee 5:13 compile 6:19 Computer-Ai... 9:8 conference 3:5 confirmed 5:25 contact 5:23 contents 6:23</p>	<p>7:3 contract 9:15 correct 9:9 counsel 9:12 COUNTY 9:4 court 1:24 9:14 covers 4:8 Cross 2:6 3:6,8 3:11,13,15 4:11,22 5:16 5:20 8:6 current 6:5</p> <hr/> <p style="text-align: center;">D</p> <p>day 9:17 defined 9:15 department 7:5 departments 6:6 destroyed 6:15 destruction 6:15 6:16 director 2:3,4 4:17,18,19 discussion 4:2 5:8 7:23 duly 9:6</p> <hr/> <p style="text-align: center;">E</p> <p>E 2:3 9:1,1 ease 7:2 easier 7:4 easy 6:7 employee 9:12 event 9:12 Everyone's 3:17 exception 4:13 expires 9:19 explanation 7:9 7:12</p> <hr/> <p style="text-align: center;">F</p> <p>F 9:1 favor 4:2 5:9 7:25 8:15 fill 6:2 Finally 7:1</p>	<p>Finance 2:3 4:18 financially 9:12 firm 9:14 floor 5:15 foregoing 9:8,10 format 7:1 forms 6:3,5,7 further 7:23 9:10,11,14</p> <hr/> <p style="text-align: center;">G</p> <p>give 5:15 6:11 go 3:21 4:7,25 6:24 goes 7:4 going 3:5 5:15 6:1 good 3:18 4:16 5:7 7:12</p> <hr/> <p style="text-align: center;">H</p> <p>Hall 1:15 3:5 hand 9:16 Hart 4:15 heads 7:5 held 3:3 help 7:7 helps 6:24 hereunto 9:16 Heritage 2:5 4:19,21</p> <hr/> <p style="text-align: center;">I</p> <p>identification 6:12 impressed 7:10 include 6:19 included 6:4,7 information 5:24 6:19,22 instruction 6:10 interested 9:12 Item 3:19 4:7 5:14</p> <hr/> <p style="text-align: center;">J</p>	<p>January 9:19 Jennifer 2:6 3:6 4:9,22 5:16,18 8:3 Jina 2:3 3:11 4:17 Jonas 1:13 9:6 9:19</p> <hr/> <p style="text-align: center;">K</p> <p>Kelly 2:5 3:15 4:15,18</p> <hr/> <p style="text-align: center;">L</p> <p>Laurie 1:13 9:6 9:19 Law 2:4 4:17 lengthy 5:17 let's 7:11 lists 6:4 little 7:4 locate 7:6 looking 6:13,24</p> <hr/> <p style="text-align: center;">M</p> <p>Main 1:15 making 6:14 7:4 manner 6:17 manual 5:15,18 5:22 6:5,20 7:1 7:14,16,24 March 1:6,16 3:4 7:15 9:17 Maryl 1:13 9:6 9:19 match 6:5 Mayor 2:2 3:1,1 3:8,10,17,24 4:1,5,16,17,25 5:4,7,11 7:8,18 7:21 8:2,7,11 8:14,17,24 means 9:8 meeting 1:6 3:3 3:20 8:20 9:7 9:10</p>
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