

RECORDS COMMISSION OF CUYAHOGA COUNTY

BY-LAWS

APPROVED JUNE 4, 1992
REVISED AUGUST 24, 2011

I. RESPONSIBILITIES OF THE COMMISSION

- A. The Commission shall provide rules for the retention and disposal of records for the county, and shall review all schedules of records retention and disposition, one-time schedules, and amendments to existing records schedules, prepared by Cuyahoga County offices and agencies.
- B. Schedules not approved by the Commission shall be returned to the originating office or agency for any recommended modifications. The revised schedules can then be re-submitted to the Commission at the next meeting.
- C. The Commission can also devise policies, confirmed by resolution, that govern the creation, preservation, and accessibility of records in Cuyahoga County, in accordance with all relevant provisions of the Ohio Revised Code (ORC) relating to records.

II. MEMBERSHIP

- A. The Records Commission of Cuyahoga County shall be composed of, in accordance with County Ordinance 02011-0012, the County Executive, who shall serve as chairperson, the President of County Council, the Prosecuting Attorney, the Fiscal Officer, and the Clerk of the Courts of Common Pleas.
- B. Each member of the County Records Commission shall appoint one designee who shall attend meetings of the Commission whenever the member is unable to do so.
- C. The chairman, or acting chairman, shall also serve as the secretary of the Records Commission; or, as Section 149.38 (A) provides: The Commission shall appoint a secretary who may or may not be a member of the Commission and who shall serve at the pleasure of the Commission.

III. DUTIES OF COMMISSION OFFICERS

- A. The chairman, or acting chairman, shall, at the beginning of each year, fix the dates for the two required meetings of the Records Commission.
- B. The chairman, or acting chairman, shall review all items submitted to the Commission for consideration and prepare the agenda for the semi-annual meetings.
- C. The chairman, or acting chairman, shall preside over the Commission meetings, conducting the proceedings in accordance with established rules of procedure.
- D. The chairman, or acting chairman, may also convene the Records Commission at those times, other than the two mandatory meetings, when pending business warrants such extraordinary sessions. The chairman must notify commission members, in writing, at least two weeks in advance of the date set for the special meetings.

RECORDS COMMISSION OF CUYAHOGA COUNTY
BY-LAWS
PAGE TWO

- E. The Secretary shall record the proceedings of the Records Commission by preparing the minutes for each meeting and shall forward copies to all interested parties, including the Ohio Historical Society, in Columbus, Ohio.
- F. The Secretary shall document the approval of a schedule of records retention and disposition, by the Records Commission of Cuyahoga County, through the preparation of an official resolution that records the favorable action taken by the Commission.
- G. The Secretary shall maintain the records of the Commission, including minutes, resolutions, correspondence and other exhibits.

IV. RULES OF PROCEDURE

- A. A quorum shall consist of a majority of members and or alternates.
- B. Decisions shall be rendered by a majority of those in attendance and voting.
- C. Guests at Commission meetings may participate in the discussions about matters under consideration but cannot cast a vote for a specific issue.
- D. With a quorum a simple majority can amend the By-Laws.