

CLEVELAND PUBLIC LIBRARY
Minutes of the Library Records Commission Meeting
November 17, 2022
Learning Commons Louis Stokes Wing
Following 12:00 P.M. Meeting of Board of Library Trustees

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
Ms. Rodriguez, Mr. Hairston, Ms. Krenicky

Absent: Ms. Thomas, Mr. Parker,

In Attendance: Bryan Szalewski, Director of Legal Affairs
and Records Custodian

Ms. Rodriguez called the meeting to order at 2:16 p.m.

Approval of the Minutes

Mr. Corrigan moved approval of the minutes of the November 21, 2019 meeting of the Library Records Commission. Mr. Hairston seconded the motion. Hearing no objections, the motion carried.

Overview of Process

Mr. Szalewski explained that no records had been disposed of in the previous year. We have not made any changes to the written policy at this time. However, we have been in the process of working on updating the records retention schedule for the first time in several years.

Seth Bostrom, Legal Officer, explained that according to research provided by Melissa Carr, Archivist, Cleveland Public Library has been ahead of the curve as we were adopted a records retention schedule as early as 2002, which the State of Ohio did not require until 2007. Our Records Retention schedule was created in 2008 with some minor adjustments in 2017. However, looking at the schedule where it currently stands is quite outdated. It is organized by a lot of departments that no longer exist or have been reorganized. Therefore, it is advantageous to reorganize and reevaluate how documents are stored.

Mr. Bostrom shared an example of how certain paper documents are no longer in use as well as how statutes of

limitations have changed, affecting how long certain types of documents need to be retained.

Review of Records to be Disposed

Mr. Szalewski stated that currently there are no records to be disposed other than those in accordance to the Retention Schedule. We will wait until we have an updated Records Retention Policy which we expect to be ready for consideration and approval at the next Library Records Commission meeting in 2023. This will help us in the process of purging our records that are no longer required to be retained.

Mr. Bostrom stated that that would follow a brief process where we would submit our proposed schedule to the Executive Leadership Team. Once it has been approved by the Executive Leadership Team, we would send it to Columbus to the State Archives that they would have a 6-day administrative review then forward it to the State Auditor. After it has been approved by the State Auditor, we can put it into effect.

Ms. Krenicky, Chief Financial Officer, added that that would be presented to us for approval at the next regular Board meeting following approval by the State Auditor.

Mr. Bostrom stated that in the meantime, we will work across the departments in CPL and take an inventory of what types of documents each department is working with and the type of documents that they maintain.

After some discussion, Ms. Rodriguez adjourned the meeting at 2:30 p.m.