

**Village of Marble Cliff – Records Commission
Minutes of the August 20, 2018 Meeting**

The Records Commission of the Village of Marble Cliff met Monday, March 20, 2017 at 6:00 PM at the Village Hall, 1600 Fernwood Avenue. The following members were present:

Kent E. Studebaker, Mayor
Yazan Ashrawi, Solicitor
Cynthia A. McKay, Fiscal Officer
Marcia Thomas, Resident Representative

Ms. McKay called the meeting to order.

Ms. McKay gave a brief demonstration of the ImageSilo digital records storage system.

The commission examined the files and records designated for destruction. Mr. Ashrawi moved the completed RC-3 (attached) be approved as presented to the Records Commission and that the Grandview Heights/Marble Cliff Historical Society be notified of the Village's intention to dispose of the records identified on the RC-3 concurrently with the RC-3's submission to the State Archives of Ohio Local Government Records Program for approval. Ms. Thomas seconded. The motion passed unanimously.

Mr. Studebaker moved the meeting be adjourned. Ms. Thomas seconded. The motion passed unanimously. The meeting was adjourned at 6:20 PM.

Submitted by,

Cynthia A. McKay
Fiscal Officer / Records Commission Chair