

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held January 14, 2025

Call to Order

Chair Michael Davis called the meeting to order at 9:00 a.m.

Commission members present:

Michael W. Davis	Chair
Martina Dillon	Law Director
Lora Perry	Finance Director
Donald Burchett	Citizen Appointee

Commission members absent: **None**

Staff Members Present: Public Information Officer Aaron Vietor, Executive Secretary Kim Wallace, Clerk of Council Karen Powell

Approval of Minutes

Records Commission Meeting Minutes - November 11, 2024

Mr. Davis asked if there were any changes or corrections to the November 11, 2024, Records Commission Meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Proposed Records Manual

Ms. Dillon suggested adoption of the Local Government Records Manual from Ohio History Connection as the records manual for the City of Moraine. Concerns were addressed by Ms. Perry, Mr. Vietor, an Ms. Wallace about how that approach might not be the best approach for the City due to the complexity of the Ohio History Connection Records Manual. Ms. Dillon said she preferred the wording of the Moraine Public Records Manual in most cases and stated she would make revisions to that manual and bring the topic back to the commission at a future meeting.

Other Business

Ms. Dillon addressed House Bill (HB) 315 regarding charges for body cam footage due to the amount of time necessary to process Public Records Requests. She said there is a debate on what to charge and reported HB 315 suggests fees of \$75 with a cap of \$750. Ms. Dillon informed the committee she will talk with Police Chief Craig Richardson and see what other communities are doing regarding charges for individuals versus charges for companies. She noted she would like to wait until closer to the April 2, 2025, effective date to see if exceptions have been published.

Mrs. Wallace reported that she inquired about Public Records Retention training. She confirmed that training is available online through the Ohio Auditor's website which employees could review as a group or as individuals.

Ms. Dillon requested that anyone needing to change or update department RC-2's or RC-3's should do so and submit those forms to the Clerk of Council by April 2, 2025, for review at the April 8, 2025, meeting to be held at 9 a.m.

Adjournment

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Meeting adjourned at 09:18 AM.



ATTEST: Administrative Secretary, Kim Wallace