

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held November 6, 2024

Call to Order

Meeting was called to order at 10:00 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: PIO Aaron Vietor, Executive Secretary Kim Wallace, Police Chief Craig Richardson, Administrative Secretary Shawn Sanford, Street Division's Secretary Sherry Burschur

Approval of Minutes

Records Commission 08-28-2023

Mr. Burchett asked if there were any changes or corrections to the August 28, 2023 Records Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Review RC1 & RC3 for destruction

Mr. Vietor stated the review and approvals of the RC1 and RC3 were requested to schedule a destruction date. He stated after scheduling the meeting there were questions regarding the Records Retention Policy. Ms. Dillon replied there must be an approved and stamped RC2 from the Historical Society and the State. If the Historical Society indicates a record they want to see before it is destroyed, there will be a stamp next to that item on the RC2. She went on to say if this is the case, the City must send an RC3 to the Historical Society for them to review before those records can be scheduled for destruction. Ms. Dillon continued that if the Historical Society does not have a stamp next to the records, she strongly suggests all departments complete an internal RC3. She stated that having a Records Commission Meeting for the RC3 destruction would indicate that this department intends to destroy these listed records and what day the records were destroyed. Even though it is not required, she recommends we put this into practice.

Ms. Dillon recommends that if any RC2 is not signed by the Historical Society, it needs to be resubmitted before an RC3 is completed.

Ms. Dillon recommends having another meeting so she can review the documents submitted and determine whether the documents can be destroyed according to their signed RC2 or resubmit the unsigned RC2 to the Historical Society. She said the City must meet at least once every 6 months to be in compliance with the law. She noted the paper documents that transition to electronic storage on the RC2 do not need an RC3 to be destroyed. She requested to review the Records Retention Policy and advised them to let all the departments know not to destroy any documents until she can review the policy.

Other Business

Ms. Dillon stated the OCR requires public offices to have a poster that describes their public

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records policy and retention schedule. She further stated the City must also post the same information on its web page, in the Personal Manual, and must have a up-to-date Records Retention Policy.

Ms. Dillon indicated the ORC requires the members of the Records Commission and a secretary be appointed.

Mrs. Perry made a motion for Kim Wallace to be the temporary secretary for the Records Commission. Mr. Davis second.

RESULT: PASSED
AYES: Davis, Dillon, Perry, Burchett

Ms. Dillon inquired whether the elected officials or their designee had taken a 3-hour course. Mrs. Wallace stated she would check the files.

Ms. Dillon suggested each department designate an employee for records retention. Mr. Davis stated that had been done.

Ms. Dillon asked Mrs. Wallace obtained any documents she inquired about during this meeting and email them to her.

Adjournment

The meeting adjourned at 10:30 a.m.



ATTEST: Administrative Secretary, Kim Wallace