



Records Commission ~Agenda~

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Clerk of Council
937-535-1005

January 14, 2025

9:00 AM

Payne Recreation Center

- I. Call to Order**
- II. Approval of Minutes**
 - A. Records Commission meeting 11-11-24
- III. Business**
 - A. Proposed Records Manual
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Records Commission

Held November 11, 2024

Call to Order

Meeting called to order 3:00 p.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 and Executive Secretary Kim Wallace,

Approval of Minutes

Records Commission Minutes 11-06-2024

Mr. Davis asked if there were any changes or corrections to the November 6, 2024 Records Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

RC2 - review

Ms. Dillon stated at the last meeting we were attempting to confirm that the RC2s were sent to the Historical Society. She indicated Mrs. Wallace located the RC2s that were stamped by the Historical Society and the Auditor of State from August 2023. She remarked that there were a few that were not updated in 2023, and those departments might want to update their RC2s at a future meeting. Ms. Dillon declared everything is compliant with the RC2s.

Records Retention Policy Manual - review

Ms. Dillon distributed the City's current Records Manual, which was approved by the Records Commission on June 10, 2020, and the Ohio Historical Society's Local Government Records Manual dated 2017. She explained the Ohio Historical Society's Manual is more comprehensive regarding the record retention process, the RC2s forms required, electronic, cloud and social media. She suggested the Commission review both manuals and decide what to adopt as the City's manual. She noted that the Ohio Historical Society's Local Government Records Manual explains the RC3 Review/Approval Process clearly. She quoted, "if a record series - meaning an RC2 form - does not require an RC3 form prior to disposal, then it says to please document the disposal internally." She stated it is the decision of the local records commission if they want to be notified before disposal. Ms. Dillon mentioned that the Commission discussed at the last meeting that even if an RC3 is not required pursuant to the law, it's probably a very good idea to still go ahead and have an RC3 prepared and forwarded to the Records Commission. She continued this will allow for a record of the documents that were actually destroyed. She remarked that by approving a Records Manual and forwarding it to the departments with an explanation to make them aware of this procedure, even though it may not legally be required, the Records Commission still wants to see an RC3 before the documents are destroyed. She suggested the Commission review the two documents and make suggestions for a new Records Manual for the City.

RC1 & RC3 review for destruction

RECORD OF PROCEEDINGS

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Ms. Dillon stated the Clerk of Court's RC3s need to be signed by Susan Siroki, Clerk of Court. She said if the RC1 is approved by the Commission, it needs to be signed by the Chairperson Mr. Davis and forward to the Historical Society for their approval before destruction.

Mr. Davis moved to approve the RC3 with corrections and the RC1 for destruction.

RESULT: *(Yes 4, No 0, Abstained 0)*
MOVER: Martina Dillon
AYES: Michael Davis, Don Buczek, Martina Dillon, Donald Burchett
NAYS: None
ABSTAIN: None

Other Business

Destruction Date

Mr. Vietor asked if we could set a destruction date. Ms. Dillon recommended waiting until we received back the RC1 from the Ohio Historical Society and the Auditor, which could take up to 120 days. Ms. Dillon further commented that we must wait 15 days after sending the RC3 to the Historical Society before destruction. She recommended contacting the Ohio Historical Society in 15 days and requesting a time stamped copy showing they received the RC3s.

Next Meeting

The next meeting will be scheduled on Tuesday, January 14, 2025 at 9:00 a.m.

Staff Training

Mrs. Wallace will look into online training for departments to Records Retention.

Adjournment

Meeting adjourned at 3:22 p.m.

Proposed Records Manual

Department: Administration

Request: Action Item

Summary: