

RECORDS COMMISSION MEETING

MINUTES – AUGUST 28, 2019

Ms. Ogg called the Records Commission meeting to order at 1:14 p.m. on Wednesday, August 28, 2019, in City Council Chambers.

On roll call by the clerk, the following members of council were present:

City Attorney Michael Bivens
City Auditor Dan Miller
City Council Clerk Julie Ogg
Community Representative Lenora Miller

NEW BUSINESS

Ms. Ogg distributed a folder that included updated RC-2 forms from the Mayors Court, the Police Department and the City Attorney's office, RC-3 forms from the Police Department and City Attorney's office, and an RC-4 form from the Police and Fire departments.

They discussed RC forms as follows:

- RC-2 form is the actual Records Retention Schedule.
- RC-3 form needs to be completed only if the box is checked that an RC-3 form is required on the RC-2 form.
- RC-4 is an internal form that was created for each department to keep track of what they are destroying. This form stays in the department for reference.

The Records Commission signed off on the Mayor's Court, Police Department's and City Attorney's updated RC-2 form. The RC-2 forms will be sent to Ohio History Connection.

They discussed how the RC-2 forms need to be approved before the RC-3 forms can be sent for approval. Ms. Ogg will send the RC-3 forms back to the department heads who submitted them.

They discussed how the RC-4 forms need to be kept by each department as a record of what they are destroying. The Records Commission does not need to see any RC-4 forms. Ms. Ogg will send the RC-4 forms back to the department heads who submitted them.

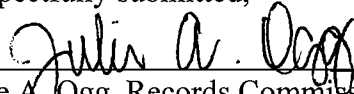
They discussed the date for destruction should be scheduled sometime in late October 2019. Ms. Ogg will get a quote from Shred-It and she will inform Auditor Miller of the cost.

They discussed the number of meetings required in a year. Auditor Miller will check the Ohio Revised Code. If it is determined that two meeting are required, a meeting will be

held in December 2019. This will put the meeting schedule back on a June and December schedule.

Having nothing further, Auditor Miller moved to adjourn, Ms. Miller seconded the motion, and the meeting adjourned at 1:28 p.m.

Respectfully submitted,



Julie A. Ogg, Records Commission Clerk