CITY OF REYNOLDSBURG

RECORDS COMMISSION
TUESDAY AUGUST 27, 2019

MEETING

PLACE: MAYOR'S CONFERENCE ROOM
7232 EAST MAIN STREET, SECOND FLOOR, REYNOLDSBURG, OH 43068

I. Call to Order

Present: McCloud, Cicak, Prasher
Absent, Hood, Peik

II. Discussion

Clerk Prasher stated that there were no specific items that needed to be discussed, but a second meeting of the Records Commission was need in order to comply with the Ohio Revised Code.

Clerk Prasher advised that she would be reviewing Council's Record Retention schedule and making updates. She inquired about any specific policies or procedures used by the City of Reynoldsburg for setting retention periods.

Mayor McCloud indicated that the City utilized recommendations from the state.

As no further business, the Records Commission meeting was adjourned.

III. Adjournment