



**RECORDS COMMISSION MEETING
TUESDAY MAY 10, 2022
3:00PM
COUNCIL CONFERENCE ROOM**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – April 19, 2022
4. Discussion
 - a. Review of Permits & Site Plans Retention Schedules
5. Adjourn

R CITY OF REYNOLDSBURG

RECORDS COMMISSION TUESDAY APRIL 19, 2022 MEETING

1. Call to Order

PRESENT: Prasher, Cicak, Shook, Begeny
ABSENT: Piek

2. Approval of Agenda

Auditor Cicak moved to approve the agenda as submitted. Second by Attorney Shook. Motion carried.

3. Approval of Minutes

a. Records Commission – Meeting – May 4, 2021

Auditor Cicak moved to approve the May 4, 2021 minutes as submitted. Second by Attorney Shook. Motion carried.

RESULT:	ACCEPTED
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4. Discussion

a. *Approval of Updated Retention Schedules*

1. A Motion to Approve Various Department Retention Schedules for 2022

Development Retention Schedule

Clerk Prasher explained that this schedule has been updated with the new standard items from the former schedule.

Attorney Shook commented that the word correspondence is misspelled.

Planning & Zoning Retention Schedule

Clerk Prasher explained that this schedule has been updated with the new standard items from the former schedule.

Attorney Shook questioned the retention period of Permits and Site Plans. He felt the 3 years retention periods were not long enough. Clerk Prasher will determine if perhaps the building or service departments held the files. Attorney Shook agreed to pass the schedule, but if Clerk Prasher could check and then perhaps removed just those items should other departments not retain these items.

Attorney Shook suggested that he was fine with approving the schedules, but would like to hold the Permits and Site Plans for further discussion if those records are not held by another department.

Parks & Recreation Retention Schedule

Clerk Prasher advised that this schedule has been updated to remove items related to events to put on the events coordinator schedule still being prepared.

Human Resources Retention Schedule

Clerk Prasher reviewed items that Director Boller wanted removed from the schedule. Most items were records that were no longer held or records that were now stored in the New World software covered by the Auditor's schedule.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Shook, City Attorney
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	Prasher, Cicak, Shook, Begeny
ABSENT:	Piek

b. Approval of Destruction Schedules

1. A Motion to Approve the Departmental Destruction Schedule for 2022

Clerk Prasher presented the annual destruction schedule for various departments. There were no special records being requested for destruction.

Attorney Shook agreed to approve the destruction schedule, but would like to hold the Permits and Site Plan records until the issues considering retention periods were resolved.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Shook, City Attorney
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	Prasher, Cicak, Shook, Begeny
ABSENT:	Piek

c. Citywide Minute Taking

Clerk Prasher made a suggestion that Council as well as other departmental minutes like Planning Commission and BZBA should no longer be taken as verbatim minutes. Minutes should all be summary. Clerk Prasher provided information regarding the various styles and functions of minutes. The past two Council minutes were completed as summary minutes. Important or significant portions of conversations could still be taken in full text, but general portions of the meetings would be summary. Clerk Prasher added that most other municipalities in Ohio use summary minutes. With the hiring of a new clerk, Clerk Prasher

Minutes Acceptance: Minutes of Apr 19, 2022 3:00 PM (Approval of Minutes)

suggested that now would be a good time to transition. The change could be done as a trial measure up to Council's August break.

Auditor Cicak shared that summary minutes were standard until a chair of the Planning Commission demanded verbatim minutes.

Auditor Cicak, Attorney Shook, and Mayor Begeny expressed their support.

Clerk Prasher advised that she would contact Council next to seek their support and opinion.

5. Adjourn

Clerk of Council
Mollie Prasher
7232 East Main Street
Reynoldsburg OH 43068
614-322-6836 Phone

MOTION REQUEST

DATE: **May 10, 2022**

TO:

RE: **Review of Permits & Site Plans Retention Schedules**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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A discussion with the service, building and planning departments regarding the retention schedule periods for Permits and Site Plans. Those items are highlighted on the attached schedule.

**Reynoldsburg Retention Schedule
Planning Zoning Department**

(1)	(2)	(3)	(4)	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
ID #	Record Title and Description	Retention Period	Media Type		
PZ-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-02	Administrative, Fiscal Files & Reports non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-03	Annual Departmental Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-05	Annual Report report of annual functions of the department	25 years, then appraise for historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-06	Awards & Certificates Boards & Commissions various boards set up as needed by the department	Permanent	multi	<input type="checkbox"/>	<input type="checkbox"/>
PZ-7	Agendas	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-8	Case Files	6 years after final action	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-9	Correspondence	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-10	Minutes	Permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-11	Notices	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-12	Recordings	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-13	Staff Reports	2 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-14	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-15	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Planning and Zoning (Review of Permits & Site Plans Retention Schedules)

				Auditor of State	OHS-LGRP
PZ-16	Calendars - Council & Committee/Boards Comprehensive Plans long range plans & designs for the community	1 year & no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-17	Administrative Files	6 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-18	Adopted Plan	Permanently	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-19	Content & Drafts	Retain until no longer of administrative value, then destr	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence					
PZ-20	Executive - Manager, Council, executive & staff letters/memos dealing with significant aspect of administrative office including agency policies, programs, fiscal, legal & personnel matters	1 year and no longer of administrative or legal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-21	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-22	Transient - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-23	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-24	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-25	Electronic Mail (Email) & Attachments contains email messages, Tweets, recorded conversations, instant message created or received	Within 30-days, print a paper copy & file according to content or save to electronic folder using Correspondence as retention period. Following this procedure, emails may be deleted after 30-days	electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-26	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
PZ-27	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices automatic reports showing copiers & fax use	Retain until no longer of administrative value, then destroy	paper	<input type="checkbox"/>	<input type="checkbox"/>

Attachment: 2022 Planning and Zoning (Review of Permits & Site Plans Retention Schedules)

			Auditor of State	OHS-LGRP
PZ-28	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper/electronic	<input type="checkbox"/>
	General Orders, Directives, Rules, Regulations codes, memos, personnel policies, procedures administrative policies & regulations			
PZ-29	County, State or Federal	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>
PZ-30	City of Reynoldsburg	6 years after revised, superceded or discontinued	paper/electronic	<input type="checkbox"/>
	Grant Applications			
PZ-31	Funded	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>
PZ-32	Not Funded	1 year	paper/electronic	<input type="checkbox"/>
PZ-33	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper/electronic	<input type="checkbox"/>
PZ-34	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>

Permits				
	various permits related to zoning projects			
PZ-35	Database/Case Management System	Permanent	paper/electronic	<input type="checkbox"/>
PZ-36	Sign Permits	3 years after date of issue	paper/electronic	<input type="checkbox"/>
PZ-37	Temporary Zoning Certificates	3 years after date of issue	paper/electronic	<input type="checkbox"/>
PZ-38	Zoning Certificates	3 years after date of issue	paper/electronic	<input type="checkbox"/>
Site Plans				
PZ-39	Denied/Not Implemented Major/Minor Site Plans	3 years after project submitted	paper/electronic	<input type="checkbox"/>
PZ-40	Constructed Major/ Minor Site Plans	6 months after COO is issued	paper/electronic	<input type="checkbox"/>
PZ-41	Related Engineering Reports (traffic studies, landscape plans, etc.)	3 years after project completion	paper/electronic	<input type="checkbox"/>

PZ-42	Photographs, Negatives, Digital Images	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>
PZ-43	Planning, Scheduling, Calendar & Training calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>

Attachment: 2022 Planning and Zoning (Review of Permits & Site Plans Retention Schedules)

			Auditor of State	OHS-LGRP
PZ-44	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>
PZ-45	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
PZ-46	Public Record Requests and Log public records requests (forms & records)	2 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>
PZ-47	Receipt Books / Transaction Receipts receipt books for payment of fees	3 years, provided audit	paper/electronic	<input type="checkbox"/>
PZ-48	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>
PZ-49	Reference Publications & Directories information used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>
PZ-50	Requisitions / Purchase Orders	3 years, provided audited	electronic	<input type="checkbox"/>
PZ-51	Traffic Studies reports showing traffic patterns for projects	6 years after final action	paper/electronic	<input type="checkbox"/>
PZ-52	Utility Plans plot grades for projected projects	Retain until approved & filed with Service Department	paper/electronic	<input type="checkbox"/>
PZ-53	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>
	Zoning			
PZ-54	Codes	Retain until superceded	paper/electronic	<input type="checkbox"/>
PZ-55	Maps	Retain official copy permanently	paper/electronic	<input type="checkbox"/>
PZ-56	Violation Case Files	3 years and no longer of administrative value	paper/electronic	<input type="checkbox"/>

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