



**RECORDS COMMISSION
TUESDAY MAY 4, 2021
3:00PM
VIRTUALMEETING**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – April 20, 2021
4. Discussion
 - a. *Destruction Schedule*
 1. Attorney Destruction Schedule

R CITY OF REYNOLDSBURG

**RECORDS COMMISSION
TUESDAY APRIL 20, 2021
3:00PM
VIRTUAL MEETING**

1. Call to Order

PRESENT: Prasher (Remote), Cicak (Remote), Shook (Remote 3:06 PM), Begeny (Remote)
ABSENT: Piek

2. Approval of Agenda

Clerk Prasher moved to approve the agenda as submitted. Second by Attorney Shook. Motion carried.

3. Approval of Minutes

a. Records Commission – Meeting – March 23, 2021

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

RESULT:	ACCEPTED
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4. Discussion

a. *Retention Schedules*

1. Update of Building Department Retention Schedule

Clerk Prasher explained that the Commission received an email from Shelley Slota in the Building Department providing an explanation regarding the 180 day retention period on several items.

Ms. Slota's response was as follows "The Ohio Building Code Section 104.2.1.4 requires that one (1) set of approval construction documents shall be retained by the building official for a period of not less than one hundred eighty days from date of completion of the permitted work. I was seeking to have our retention in line with the Ohio Building Code requirements. As far as Chris Shook's comment, once a project has been completed, we do not open it back up for amendments. It would require a new submittal."

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

2. Update of Attorney Retention Schedule

Clerk Prasher explained that this schedule is just another update for the Attorney's office. There were no changes to any of the retention periods. The format was updated, numbering updated, items alphabetized, and addition of citywide routine items. The yellow highlighted areas will be updated with a description and AT-43 has a typo and should read TRC, not TRO.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Mollie Prasher, Clerk of Council
SECONDER: Stephen M. Cicak, City Auditor
AYES: Prasher, Cicak, Shook, Begeny

b. *Records Code, Policy & Poster*

1. Review of Chapter 167 Records Commission

Clerk Prasher asked that the Commission recommend submitting an ordinance to Council to remove the "extra" pages that were accidentally left in and codified in 2015. Section 167.05 (a-g) on pages 39 and 40 should be removed from Chapter 167 making that Chapter accurate.

RESULT: APPROVED [UNANIMOUS]
MOVER: Stephen M. Cicak, City Auditor
SECONDER: Mollie Prasher, Clerk of Council
AYES: Prasher, Cicak, Shook, Begeny

5. Adjourn

The Records Commission will hold its next meeting on May 4th at 3:00pm as the Attorney's office will have a RC3 Destruction Schedule needing approval.

Minutes Acceptance: Minutes of Apr 20, 2021 3:00 PM (Approval of Minutes)

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

MOTION REQUEST

DATE: **May 4, 2021**

TO:

RE: **Attorney Destruction Schedule**

Approval:

Joe Begeny	Chris Shook	Stephen Cicak
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The Attorney's office reviewed its records and is submitting a schedule for destruction.

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			

Attachment: 2021 Attorney RC3 (Attorney Destruction Schedule)