



MINUTES
REYNOLDSBURG RECORDS COMMISSION
April 9, 2024

CALL TO ORDER

Present: Mayor Begeny, Attorney Shook, Auditor Cicak, Clerk Prasher

Absent: Mr. Piek

Visitors: Phoenix Buathier, Eric Meyer, Shelley Slota, Yeong Jiang

APPROVAL OF MINUTES

Regular Minutes of May 10, 2023

The regular minutes of the May 10, 2023 meeting were approved as submitted and moved for approval by Auditor Cicak. Second by Attorney Shook. Motion carried.

UNFINISHED BUSINESS

Review of Retention Period Conflicts between Building, Development, Planning, and Streets Departments

Mayor Begeny explained that the issue regarding saving approved final plans for commercial and residential construction was brought to the Commission by Attorney Shook in 2023. Attorney Shook indicated that it was important to retain these files in order to determine what was approved in the initial plans - i.e. landscaping, lighting, parking, etc. The Commission made changes to the planning retention schedule to be retained permanently and placed in the building plan files in the Building Department. However, it came to the attention of the Records Commission that the Building Department only retained their plans for 180 days from the issuance of the Certificate of Occupancy. With that discrepancy, the Commission wants to determine a solution.

The Building Department indicated that there are no saved files as the quantity of paper files was an issue. The Planning Department was now required to maintain the final approval of building and construction plans approved by the Planning & Zoning Board permanently.

It was determined that there may likely be few records still available. Mr. Jiang advised that the new software will solve this issue as everything will be saved in a digital format in this software. However, the software will not be built and ready to

use until 2025.

Mayor Begeny suggested that the issue be tabled, and another meeting be scheduled to further discuss this issue. Clerk Prasher will research retention periods for construction plans from other municipalities and determine what specifically the Street Department construction drawings were. The next meeting was scheduled for April 23rd at 3:00pm.

An issue was also brought up regarding if a retention schedule existed for Plot Grade and Utility Records. Ms. Slota indicated that there had been a schedule years ago. Clerk Prasher advised that she would research earlier schedules to determine if there was such an item listed.

NEW BUSINESS

Retention Schedules

Updated Events & Communications Retention Schedule

Clerk Prasher explained that event participant applications were not included on the schedule. That item has been added to the retention schedule.

Attorney Shook moved to approve the schedule. Second by Mayor Begeny.
Motion carried.

Clerk of Courts

Clerk Prasher explained that this schedule was an update to the Clerk of Courts schedule. When the schedule was updated in 2014, it was explained to the Clerk that if the schedule listed a record as "Multi," a paper copy of the record could be destroyed while keeping the digital records. The updated retention schedules list all items that will now have separate retention periods for paper records and digital records.

Attorney Shook noted an error in numbering on the schedule. Clerk Prasher indicated that she would update the record, but the record could still be approved.

Attorney Shook moved to approve the Clerk of Courts retention schedule with the numbering corrected. Second by Auditor Cicak. Motion carried.

Tax Administrator

Clerk Prasher advised that the Tax Administrator retention schedule was also being updated. There were no changes to the schedule other than adding electronic emails and a reorganization of the schedule.

Auditor Cicak asked about the highlighted areas on the schedule. Clerk Prasher stated that she was meeting with the Tax Administrator next week to add the definitions of the listed record.

Auditor Cicak moved to approve the schedule with the addition of the record definitions. Second by Attorney Shook. Motion carried.

Destruction Schedules

2024 Destruction Schedule

Clerk Prasher presented the destruction schedule for various City departments for 2024. Attorney Shook requested that ST-14 Construction Drawings - Standard be removed from the Street Department schedule until the issue of retaining construction plans is resolved.

Attorney Shook moved to approve the destruction schedule with the removal of ST-14 Construction Drawings - Standard. Second by Auditor Cicak. Motion carried.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

As there was no further business, Attorney Shook moved to adjourn the meeting. Second by Auditor Cicak. Motion carried.

Name

Name