



MINUTES
REYNOLDSBURG RECORDS COMMISSION
April 23, 2024

CALL TO ORDER

Mayor Begeny called the Records Commission meeting of April 23, 2024 to order at 3:05pm.

Present: Mayor Begeny, Attorney Shook, Clerk Prasher

Visitors: Shelley Slota, Yeong Jiang, Keith Kundtz, and Phoenix Buathier

APPROVAL OF MINUTES

Meeting Minutes of April 9, 2024

The minutes of the April 9, 2024, Records Commission meeting were moved for approval by Attorney Shook. Second by Mayor Begeny. Motion carried.

UNFINISHED BUSINESS

Resolution to Conflict Regarding Retention Schedules for the Building, Development, and Planning Departments

PGU Records

Clerk Prasher asked Ms. Slota, which department's retention schedule should house the Plot Grade Utility records. Clerk Prasher found records that Supervisor Kundtz confirmed (Construction Drawings) were PGU on the Street Department schedule and Utility Plans on the Development schedule. Supervisor Kundtz advised that the permanent records be maintained by the Service Department retention schedule under Bids, Projects. After discussion, Supervisor Kundtz explained that he wanted to maintain the PGU (Construction Drawings) records on the Street Department schedule and extend the retention period from fifteen years to twenty-five years. Ms. Slota asked if there should be a difference in retention between private or public projects. The Commission determined that the retention period should be the same for both types of records. Clerk Prasher added that she would make the change and provide a more specific identification of the record.

The Utility Plans on the

Development schedule will also be removed. The permanent retention of all PGU records will continue to be stored and maintained by the Service Department and such records held by other departments are copies and may be destroyed once no

longer of administrative value.

Questions regarding where these PGU records are stored. Did the Service Department have the records or did EMH&T, the City Engineer? Ms. Slota commented that there could be several firms that could have these records, including EMH&T, OHM, CT Consulting, and American Structure. The Mayor indicated that he would contact EMH&T to determine if they have any records.

During this discussion, Planning Administrator Buathier discussed a number of items related to the PGU records (variance approvals and others) that were not included on the Planning & Zoning retention schedule. Clerk Prasher will forward the current Economic Development and Planning & Zoning retention schedules to Planning Administrator Buathier for a complete review and update.

Site Plan Records

Clerk Prasher explained that she had researched the retention periods of other municipalities regarding the retention period for site plans. After renewing these materials, the Commission determined that the current retention periods should be maintained. However, when the new software program is set up and initiated, the Building Department's retention period for Site Plans (residential and commercial) should be 180 days for paper and five years for electronic records. The Site Plan retention period for the Planning & Zoning Department should remain permanent, but add until superseded.

NEW BUSINESS

Updated Clerk of Council Retention Schedule

Clerk Prasher explained that the Council retention schedule was updated to include all the JEDD records as the Clerk of Council is now responsible and serving as the clerk for the City's five JEDD boards.

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

Updated Tax Manager Retention Schedule

Clerk Prasher explained that she met with Tax Administrator Gischel to review and update the Income Tax retention schedule. Clerk Prasher indicated that the schedule maintains the same records; however, all the City's assessed tax records or grouped together as each tax has the same types of records.

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

Additional Destruction Schedule

Clerk Prasher advised that as the Street Department retention schedule requested extending the retention period for Construction Drawings from fifteen years to twenty-five years, this proposed destruction schedule request should be withdrawn.

OTHER BUSINESS

There was no Other Business.

ADJOURNMENT

As there was no further business, Mayor Begeny adjourned the meeting.

_____ Name

_____ Name