



Mayor Joe Begeny, Chair
Clerk Mollie Prasher, Secretary
Attorney Chris Shook
Auditor Stephen Cicak
Neal Piek

Records Commission

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Wednesday, March 12, 2025

3:00 PM

Council Chambers

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. Meeting Minutes of April 23, 2024

C. UNFINISHED BUSINESS

D. NEW BUSINESS

1. Retention Schedule Updates
 1. Police Department Updated Retention Schedule
 2. Parks & Recreation Updated Retention Schedule
2. Destruction Schedule

E. OTHER BUSINESS

1. Update of Records Request Fee Schedule

F. ADJOURNMENT

ADJOURNMENT

**MINUTES
REYNOLDSBURG RECORDS COMMISSION
April 23, 2024**

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.

OTHER BUSINESS

There was no Other Business.

ADJOURNMENT

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

Mollie Prasher, Clerk of Council

**Retention Schedule
Police Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	Number of State	by
PD-01	Acknowledgement Confirmation prosecutors office	Retain until incorporated into case file	paper/electronic		
PD-02	Annual Compliance Report results of RPD performance annually	25 years	paper/electronic		
PD-03	Annual Departmental Budget Documents & Work Papers	Retain until no longer of administrative/fiscal value	paper/electronic		
PD-04	Copy information related to preparation and submission of the City budget	3 years after final budget approved			
PD-05	Annual Report summary of annual police dept. proceedings	50 years & appraise for historic value	paper/electronic		
PD-06	Arrest Photos (Mug Shots) photos of individuals that were arrested	25 years after last entry	paper/electronic		
PD-07	Auction Files results & files related to sale of equipment	10 years	paper/electronic		
PD-08	Awards, Certificates, News Articles items that depict happenings in the department	3 years & no longer of a historical value	multi		
	BAC - Blood Alcohol Concentration DataMaster reports documenting blood alcohol levels				
PD-09	Breath Testing Log Book	3 years & no longer of administrative or legal value	multi		
PD-10	Calibration Test Log	3 years & no longer of administrative or legal value	multi		
PD-11	Datamaster Maintenance Log	3 years & no longer of administrative or legal value	multi		
PD-12	Testing Solution Affidavit Log	3 years & no longer of administrative or legal value	multi		
PD-13	Intoxilyzer Log	3 years & no longer of administrative or legal value	multi		

			Auditor of State	OHS-LGRP
PD-14	Bicycle Licenses records documenting bicycle licenses	2 years after date of issuance	paper/electronic	☐
PD-15	Blank Forms forms created & used by the	Retain until no longer of administrative value, then destroy	paper/electronic	☐
PD-16	BMV Form 2255	Retain until no longer of administrative value	paper/electronic	☐
PD-17	BMV Transcript Requests	2 years	paper/electronic	☐
Body/Cruiser Cameras				
PD-18	Arrests	2 years	paper/electronic	☐
PD-19	Assault, Drugs, DUI, DV, etc.	1 year	paper/electronic	☐
PD-20	Body/Cruiser Cameras	30 days, no longer of administrative/legal value	paper/electronic	☐
PD-21	Evading/Pursuit	2 years	paper/electronic	☐
PD-22	Interview	1 year	paper/electronic	☐
PD-23	Protest, Riot, Large Group Gatherings	2 years & no legal actions or claims	paper/electronic	☐
PD-24	Suspicious Vehicle/Persons	30 days, no longer of administrative/legal value	paper/electronic	☐
PD-25	Traffic Warnings, Citations, & Accidents	30 days, no longer of administrative/legal value	paper/electronic	☐
PD-26	Bulletins, Poster, General Notices, & Displays signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐
PD-27	Business Cards/Rotary/Rolodex Files address and phone number information	Retain until no longer of administrative value, then destroy	paper/electronic	☐
PD-28	Business Crime Alerts signatures for participation contact information	2 years	paper/electronic	☐
PD-29	Calendar, Planning, Scheduling, & Organizers calendars, planners, software programs (such as MS Outlook), appointment books	1 year & no longer of administrative value	paper/electronic	☐
PD-30	Citizen Complaints complaints from citizens regarding the department	7 years & no longer of legal value	paper/electronic	☐
PD-31	Civilian Waiver Forms (Ride-Along Program) permission forms from civilians	2 years with no action or claims	paper/electronic	☐

			Auditor of State OHS-LGRP	
PD-32	Community Service & Crime Prevention Program publications, newsletters & hand-outs	2 years after expiration or modification of program	paper/electronic	☐ ☐
PD-33	Community Surveys	1 year after incorporation into annual report	paper/electronic	☐ ☐
PD-34	Computer Administrative & Fiscal Reports non-specific & periodic	Retain until no longer of administrative value	paper/electronic	☐ ☐
PD-35	Computer Voice Stress Analyzer reports of voice analysis	1 year	paper/electronic	☐ ☐
PD-36	Computerized Criminal History Logs (CCH) recording system for phone calls & radio traffic	3 years provided audit, then destroy	paper/electronic	☐ ☐
PD-37	Contracts (non-fiscal), Service Agreements & Memorandums of Understandings (MOU) contracts & agreements for construction, services, equipment, supplies, projects & programs	15 years after expiration or termination	paper/electronic	☐ ☐
Correspondence				
PD-38	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/legal value, then destroy	paper/electronic	☐ ☐
PD-39	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value, then destroy	paper/electronic	☐ ☐
PD-40	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	☐ ☐
PD-41	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐ ☐
PD-42	Court Bailiff Record (04-00132)	2 years	paper/electronic	☐ ☐
PD-43	Courtesy Warnings	1 year	paper/electronic	☐ ☐
PD-44	Crime Prevention information received for logs	3 years provided audit, then destroy	paper/electronic	☐ ☐

Criminal Case Files & Investigations

				Auditor of State	OHS-LGRP
PD-45	Misdemeanor	6 years & no actions or legal claims pending	paper/electronic		
PD-46	Felonies (excluding homicides)	25 years & no action or legal claims pending	multi		
PD-47	Felony Homicides	Permanent	multi		
PD-48	Cross Cards	Until incorporated into & maintained as case files	paper/electronic		
PD-49	Daily Activity Log all reports taken	1 year	paper/electronic		
PD-50	Daily Log Sheets officer	4 years	paper/electronic		
DARE					
PD-51	Curriculum	4 years after revised/rescinded & of administrative value	paper/electronic		
PD-52	Offers & Sales	4 years provided audit, then destroy	paper/electronic		
PD-53	Participant/Student Graduates	4 years & no longer of administrative value	paper/electronic		
PD-54	Participants - Permission Forms	4 years & no longer of administrative/legal value	paper/electronic		
PD-55	Role Model Programs	4 years & no longer of administrative value	paper/electronic		
PD-56	Disciplinary Investigations documentation of internal investigations	7 years & no longer of legal value	paper/electronic		
PD-57	Dispatcher Radio Logs	2 years	paper/electronic		
PD-58	Dispatcher Radio Phone Tapes	30 days & no longer of administrative or legal value	electronic		
PD-59	Diversion Files - Juveniles	4 years after reaching age of majority & no longer of administrative or legal value	paper/electronic		
PD-60	Domestic Violence Dispute Summary Reports BCI & I	2 years after incorporated into annual report	paper/electronic		
PD-61	Drafts and Informal Notes notes used to support accuracy of documentation	Retain until no longer of administrative value, then destroy	paper/electronic		
PD-62	Drone Records records documenting drone usage and videos	7 years with no legal action pending	paper/electronic		
PD-63	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	electronic		

		procedure, emails may be deleted after 30-days			
PD-64	Emergency & Special Response Protocols	6 years after revised/rescinded & no longer of administrative or legal value	paper/electronic		
PD-65	Equipment Operating, Maintenance Manuals, Repairs manuals provided with equipment & repair records	Until equipment is sold or disposed	paper/electronic		
PD-66	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic		
PD-67	Evidence Submission Requests	Until incorporated into & maintained in case files	paper/electronic		
PD-68	Expunged Case Files	As directed by a Court of Record	paper/electronic		
PD-69	False Alarm Files, Violations & Warnings	2 years & appraise for legal value	paper/electronic		
PD-70	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value	paper/electronic		
PD-71	Federal Firearms License Applications	2 years	paper/electronic		
PD-72	Felon Registration Field Interrogation Card	10 years	paper/electronic		
PD-73	Computer Records	6 years	electronic		
PD-74	Paper Records	Until entered into database & verified	paper		
PD-75	Firearms Training targets	Retain until no longer of administrative value	electronic		
PD-76	Fixed Asset Inventory list of department assets and value	1 year until superseded, retain one copy until audited	paper/electronic		
PD-77	General Administrative Files	Retain until no longer of administrative, legal or fiscal value	paper/electronic		
PD-78	Grand Jury Summary Grant Applications	2 years	paper/electronic		
PD-79	Funded	6 years after expiration & audited, then destroy	paper/electronic		
PD-80	Not Funded	1 year after decision is rendered	paper/electronic		
PD-81	Incident Reports	6 years with no legal action pending	paper/electronic		

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	non-criminal				
PD-82	Individual Standard Status Reports (ISSR)	25 years, then appraise for historic value then destroy	paper/electronic		
PD-83	Informants liquor/juvenile information with permission forms	4 years & no longer of administrative/legal value	paper/electronic		
PD-84	Internal Affairs Investigations background information	7 years & no longer of legal value	paper/electronic		
PD-85	Interns & Mentorship Program background information	4 years from date of creation	paper/electronic		
PD-86	Jail Cards	25 years, no longer of administrative/legal value	paper/electronic		
PD-87	Jail Inspections	6 years with no legal action pending	paper/electronic		
PD-88	Jail Standards Ohio Bureau of Adult Detention	6 years, no longer of administrative/legal value	paper/electronic		
PD-89	K-9 Records training, vet, K-9 reports	5 years after canine is out-of-service	paper/electronic		
Labor & Union					
PD-90	Contracts & Agreements	15 year after expiration	paper/electronic		
PD-91	Negotiation Notes	3 years after expiration of contract	paper/electronic		
Laws, General Orders, Directives, Rules, Regulations					
codes, memos, personnel policies, procedures administrative policies & regulations					
PD-92	County, State or Federal	Until superseded, then destroy	paper/electronic		
PD-93	City of Reynoldsburg	6 years after superseded or discontinued	paper/electronic		
LEADS					
warrants, articles plates, vehicles etc. entered into the LEADS system					
PD-94	Audit Reports	3 years	paper/electronic		
PD-95	Missing Juveniles/Persons, Stolen Property, Warrants & Wanted Persons	3 years provided audit, then destroy	paper/electronic		
PD-96	Newsletters	3 years	paper		
PD-97	NCIC Policy & Procedure Manual	Until superseded	paper		

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PD-98	NCIC Teletype Messages	Retain until no longer of administrative value	paper	
PD-99	NCIC Validations	3 years provided audit, then destroy	paper	
PD-100	Liquor Control Permits copies	Retain until revised or superseded	paper	
PD-101	Lists/Rosters/Informational Directories master directories of employees	1 year after superseded or obsolete	paper/electronic	
PD-102	Litigation Files	3 years, no longer of administrative/legal value	paper/electronic	
PD-103	Lost & Found Animals Log records related to reported lost animals	1 year	paper/electronic	
PD-104	Monthly & Periodic Reports inspection, staff, compliance (UCR & OIBRS)	4 years & no longer of administrative value	paper/electronic	
Mutual Aid				
PD-105	Agreements	15 years after expiration	paper/electronic	
PD-106	Requests agreements with other government entities	2 years & no legal matters pending	paper/electronic	
PD-107	Ohio Public Records & Destruction Schedule records of record retention and destruction schedules - RC 1, RC 2 & RC 3	Permanent	paper/electronic	
OVI Case Files				
PD-108	Paper	25 years	paper	
PD-109	Computer/Electronic files related to arrest for intoxicated driving	10 years		
Parking Pass Sign Out Log				
PD-110	Sign Out Log	1 year	paper/electronic	
PD-111	Ticket Records	Until entered into database, verified, backed-up, then destroy	paper	
PD-112	Violations - Warnings	3 years	paper/electronic	
PD-113	Pawn Slips (04-00130)	2 years	paper/electronic	
PD-114	Permission Slips - Various	4 years from date of creation	paper/electronic	
PD-115	Photographs, Logs, Negatives, Digital Images	Retain until no longer of administrative/legal value	paper/electronic	

			Auditor of State	OHS-LGRP
PD-116 Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years and no longer of historical value	paper/electronic		
PD-117 Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic		
PD-118 Professional Organization Files documents related to membership in professional organizations	1 year & no longer of administrative value, then destroy	paper/electronic		
PD-119 Property Records listing of evidence/property, tags, release slips, disposition of evidence, property supplements	Incorporate into and maintain same as case files	paper/electronic		
PD-120 Property Room Register sign in sheet for evidence room	Permanent	paper/electronic		
Public Records				
PD-121 Request Forms	2 years	paper/electronic		
PD-122 Request Log	2 years			
PD-123 Purchase Orders/Requisitions requisition requests issued for goods & services	2 years provided audit, then destroy	paper/electronic		
PD-124 Receipt Books requisition requests issued for goods & services	3 years provided audit, then destroy	paper/electronic		
PD-125 Records Room Access Log (05-00136)	2 years	paper/electronic		
PD-126 Release Cards - Unlock	1 year	paper/electronic		
PD-127 Security & Surveillance Videos - Loop System liability release to ride along with an officer	30 days, continually updated	paper/electronic		
PD-128 Sex Offender Information & Registration	As directed by Court of Record	paper/electronic		
PD-129 Speaker Request Forms form completed requesting ability to speak at meeting	2 years	paper/electronic		
PD-130 Special Account Ledger & Receipt Books	3 years provided audit, then destroy	paper/electronic		
PD-131 Special Duty Request listing of overtime or special duty assignments	2 years provided audit, then destroy	paper/electronic		

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PD-132 Special Permit Files including solicitors	2 years after expiration	paper/electronic	☐	☐
PD-133 Special Studies traffic, use & population	4 years, then appraised for historical value	paper/electronic	☐	☐
PD-134 Staff Meeting Agendas	2 years	paper/electronic	☐	☐
PD-135 Temporary & Civil Protection Orders local protection orders provided by courts	Until served or until withdrawn/cancelled by court	paper/electronic	☐	☐
PD-136 Towed & Impounded Vehicle Files immobilizations & junk vehicles	4 years after disposition	paper/electronic	☐	☐
PD-137 Toxicology Reports	Until incorporated into case files	paper/electronic	☐	☐
PD-138 Traffic Accident Investigations	3 years with no legal claims pending	paper/electronic	☐	☐
Traffic Citations				
PD-139 Notes	3 years provided audit, then destroy	paper/electronic	☐	☐
PD-140 Officer's Copy	Until entered into database, verified, then destroy	paper	☐	☐
PD-141 Officer's Copy	3 years	electronic	☐	☐
PD-142 Voided	3 years provided audit, then destroy	paper/electronic	☐	☐
PD-143 U-10-100/Arrest Record	2 years provided audit, then destroy	paper/electronic	☐	☐
PD-144 Use of Force/Aggression Review Reports	6 years & no longer of administrative value, then destroy	paper/electronic	☐	☐
PD-145 Vacation House Checks	Retain until no longer of administrative value	paper/electronic	☐	☐
PD-146 Vehicle Pursuit Review Reports	6 years & no longer of administrative value, then destroy	paper/electronic	☐	☐
PD-147 Video & Audio Tapes - Administrative	Until no longer of administrative or legal value	electronic	☐	☐
PD-148 Visitors Log Sheets - (05-00133) list of people permitted inside PD	2 years	paper/electronic	☐	☐
PD-149 Voice Mail - phone and/or cell phone voice mail or answering machines messages	Erase when no longer of administrative/legal value	electronic	☐	☐
PD-150 Warrants, Subpoenas, Summons copies issued to department from courts or	Until served, discharged, answered or withdrawn	paper/electronic	☐	☐

by officers

PD-151 WebCheck

1 year

electronic

OHS-LGRP

**Reynoldsburg Retention Schedule
Parks and Recreation**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	Year of State	by
PR-01	Accident/Incident Reports reports of accidents, thefts, vandalism, etc. involving village employees or village property and/or equipment	2 years unless pending action	paper/electronic		
PR-02	Administrative Reports & Fiscal Files - General non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic		
PR-03	Annual Budget list of funds and anticipated revenues & expenses	3 years	paper/electronic		
PR-04	Annual Budget Departmental Documents & Work Papers list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic		
	Annual Reports record of City's annual functions and finances				
PR-05	City	Permanent	paper/electronic		
PR-06	Department	25 years, then appraise for historic value	paper/electronic		
PR-07	Background Checks - Sterling Vol. volunteer background checks	1 year, until no longer of administrative/legal value	paper/electronic		
PR-08	Bulletins, Posters & Notices signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic		
PR-09	Business Cards/Rotary/Rolodex Files address and phone number information	Until obsolete or superseded, then destroy	paper/electronic		
PR-10	Calendars, Appointment Books, Planners	1 years	paper/electronic		
PR-11	Complaints	Retain until no longer of administrative/legal value	paper/electronic		

letters of complaint

Correspondence

PR-12	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	☐	☐
PR-13	General - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	☐	☐
PR-14	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	☐	☐
PR-15	Unsolicited - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
PR-16	Drafts and Informal Notes materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
PR-17	Education & Public Service Programs descriptions & brochures of available programming	Retain until superseded, then destroy	paper/electronic	☐	☐
PR-18	Electronic Mail (Email) & Attachments email messages, Tweets, Facebook, recorded conversations, or other social media formats	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	☐	☐
PR-19	Equipment Operating & Maintenance Manuals manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	☐	☐
PR-20	Fax & Copier Journal Reports / Cover Sheets / Confirmation Notices reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	☐	☐
PR-21	Fixed Asset Inventory list of department assets and value	Until superseded, retain one copy until audited	paper	☐	☐

General Orders, Directives, Rules, Regulations

codes, memos, personnel policies, procedures

	administrative policies & regulations				
PR-22	County, State or Federal	Until superseded, then destroy	paper/electronic	☐	☐
PR-23	City of Reynoldsburg	Until superseded, then destroy	paper/electronic	☐	☐
Grant Applications					
PR-24	Funded	6 years after expiration and audit	paper/electronic	☐	☐
PR-25	Not Funded	1 year	paper/electronic	☐	☐
PR-26	Maps & Plans of City Owned Park Lands aerial maps, plan lay-outs of city park lands	Permanent	paper/electronic	☐	☐
PR-27	Messages phone or visitor messages	Erase when no longer of administrative/legal value	paper	☐	☐
PR-28	Ohio Public Records Compliance File records of retention and destruction schedules	Permanent	paper/electronic	☐	☐
PR-29	Official Staff & Committee Rosters master directories of employees, Councilmembers & board/commission members	1 year after superseded or obsolete	paper/electronic	☐	☐
PR-30	Parks & Recreation Refunds record of refunds issued annually	3 years, provided audit	paper/electronic	☐	☐
PR-31	Permits rental permts (gazebo, field, senior center)	3 years, provided audit	paper/electronic	☐	☐
PR-32	Personal Service Agreements agreements with officials, instructors, program leads	3 years, provided audit	paper/electronic	☐	☐
PR-33	Photographs, Awards, Certificates	3 years and no longer of historical value	multi	☐	☐
PR-34	Planning, Scheduling, Calendar & Training calendars, planners, software programs (such as MS Outlook), appointment books	Continually updated, revised or erased	paper/electronic	☐	☐
PR-35	Plans & Drawings plans and drawings for park improvement projects	retain until no longer of administrative value, then destroy	paper/electronic	☐	☐
PR-36	Press Releases/Public Service Announcements notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative value, then destroy	paper/electronic	☐	☐

			Auditor of State	OHS-LGRP	
PR-37	Professional Magazines & Publications publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic		
PR-38	Program & Participant Rules & Regulations description of expectations & policies	2 years after revised or rescinded	paper/electronic		
Proposals					
PR-39	Not Funded	Retain until no longer of administrative value, then destr	paper/electronic		
PR-40	Not Approved	Retain until no longer of administrative value, then destr	paper/electronic		
PR-41	Receipt/Receipt Books receipts or ledgers for payment of fees	3 years or until audit	paper		
PR-42	Record Requests public records requests (forms & records)	2 years	paper/electronic		
PR-43	Records Retention Documents RC 1, RC 2, RC 3	25 years	paper/electronic		
Recreation Commission					
PR-44	Agendas	3 years	paper/electronic		
PR-45	Meeting Notices	3 years	paper/electronic		
PR-46	Minutes	25 years, then appraise for historical value	paper/electronic		
PR-47	Recreation Program Files schedules, rules, rosters, uniform quotes	3 years, after superseded/discontinue & no longer of administrative value, then destroy	paper/electronic		
PR-48	Reference Publications & Directories information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic		
Registration Files - Participants					
rosters of program participants					
PR-49	Adult	3 years, then destroy unless of legal value then retain 3 years	paper/electronic		
PR-50	Juvenile	3 years, then dstroy unless of legal value, retain to age 21	paper/electronic		
PR-51	Requisitions / Purchase Orders	2 years, provided audited	electronic		
PR-52	Security & Surveillance Videos summary of department head staff meetings	30 days, continually updated	paper/electronic		
PR-53	Team Rosters & Scorecards team rosters, scorecards submitted by officials	3 years	paper/electronic		

			Auditor of State OHS-LGRP	
PR-54	Tracking Sheets staff hours worked per task item	Retain until no longer of administrative value	paper/electronic	☐ ☐
PR-55	Vendor & Suppliers Information contact information, brochures, etc.	Until obsolete or superseded, then destroy	paper/electronic	☐ ☐
PR-56	Voice Mail - phone and/or cell phone messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	☐ ☐
PR-57	Utility Costs & Usage Records utility bills log	1 year, provided audit	paper/electronic	☐ ☐

OHS-LGRP

CERTIFICATE OF RECORDS DISPOSAL

<u>City of Reynoldsburg</u>	<u>City</u>	<u>Mollie Prasher</u>	<u>614-322-6836</u>	<u>7232 East Main Street, Reynoldsburg, OH 43068</u>
Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records
<u>7232 East Main Street</u>	<u>Reynoldsburg</u>	<u>43068</u>	<u>Franklin, Licking and Fairfield</u>	
Address	City	Zip Code	County	

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

	<u>Mayor</u>	<u>614-322-6800</u>
Signature of Responsible Official	Title	Telephone Number

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record		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	From	To		
Council								
Audio/Video Files of Meetings	AD-06		Electronic		Jan. 2023	Dec. 2023	April 2025	
Calendars/Schedules/Appt. Book	AD-09		Paper/ Electronic		Jan. 2023	Dec. 2023	April 2025	
Certifications of Legal Notice	AD-11		Paper/ Electronic		Jan. 2022	Dec. 2022	April 2025	
Executive Correspondence	AD-14		Paper/Electronic		Jan. 2023	Dec. 2023	April 2025	
General Correspondence	AD-15		Paper/Electronic		Jan. 2023	Dec. 2023	April 2025	
Council/Committee Agendas	AD-19		Paper		Jan. 2022	Dec. 2022	April 2025	
Council/Comm. Board Packets	AD-22		Paper		Jan. 2022	Dec. 2022	April 2025	
Legal Public Notices	AD-37		Paper/Electronic		Jan. 2022	Dec. 2022	April 2025	
Liquor License Approvals	AD-38		Paper		Jan. 2023	Dec. 2023	April 2025	
Motions	AD-46		Paper/Electronic		Jan. 2019	Dec. 2019	April 2025	
Official Staff and Rosters	AD-59		Paper/Electronic		Jan. 2019	Dec. 2023	April 2025	
Press Releases/Public Service	AD-56		Paper/Electronic		Jan. 2022	Dec. 2022	April 2025	
Proclamations/Recognitions	AD-57		Paper/Electronic		Jan. 2014	Dec. 2014	April 2025	
Records Requests	AD-61		Paper/Electronic		Jan. 2022	Dec. 2022	April 2025	
Requisitions/Purchase Orders	AD-64		Paper/Electronic		Jan. 2022	Dec. 2022	April 2025	
Reports to Council	AD-66		Paper/Electronic		Jan. 2022	Dec. 2022	April 2025	
Visitor Logs/Speaker Forms	AD-71		Paper		Jan. 2022	Dec. 2021	April 2025	

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				
Service								
Administrative Files	SE-02		Paper/Electronic		Jan. 2000	Dec. 2023	April 2025	
Professional Publications	SE-39		Paper/Electronic		Jan. 2000	Dec. 2024	April 2025	
Streets								
Requisitions/Purchase Orders	ST-42		Paper/Electronic		Jan. 2022	Dec. 2022	April 2025	
Work Orders	ST-53		Paper/Electronic		Jan. 2021	Dec. 2022	April 2025	
Stormwater								
Photographs, Digital Images	SW-34		multi		Jan. 2020	Dec. 2020	April 2025	
Work Orders	SW-46		Paper/Electronic		Jan. 2018	Dec. 2021	April 2025	
Planning & Zoning								
Agendas	PZ-7		Paper		Jan 2015	Dec 2022	April 2025	
Recordings	PZ-12		Electronic		Jan. 2015	Dec. 2022	April 2025	
Zoning Certificates	PZ-38		Paper		Jan. 2015	Dec. 2023	April 2025	
Clerk of Court								
Bank Account – Detail Report	CC-06		Paper		Jan. 2015	Dec 2022	April 2025	
Case Files – Criminal (M1-M4)	CC-30		Paper		Jan. 2022	Dec 2022	April 2025	
Case Files – Traffic (M1-M4)	CC-32		Paper		Jan. 2022	Dec 2022	April 2025	
Case Files – Criminal (MM)	CC-34		Paper		Jan. 2022	Dec 2022	April 2025	
Case Files – Traffic (MM)	CC-36		Paper		Jan. 2022	Dec 2022	April 2025	
Case Files – OVI (Traffic)	CC-38		Paper		Jan. 2022	Dec 2022	April 2025	
Checking Account	CC-48		Electronic		Jan. 2015	Dec. 2022	April 2025	
Mayor/Magistrate Dockets	CC-80		Paper		Jan. 2015	Dec. 2024	April 2025	
Parking Tickets	CC-92		Paper		Jan. 2015	Dec. 2022	April 2025	
Receipt Books	CC-107		Paper		Jan. 2015	Dec. 2022	April 2025	

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				
Building								
Building Complaints & Violations	BD-08		Paper/Electronic		Jan. 2006	Dec. 2022	April 2025	
Building Plans – Commercial	BD-11		Paper/Electronic		Jan. 2021	Dec. 2022	April 2025	
Building Plans - Residential	BD-12		Paper/Electronic		Jan. 2020	Dec. 2024	April 2025	
Contractor Registration, Bonds	BD-17		Paper/Electronic		Jan. 2017	Dec. 2020	April 2025	
Monthly Census Report	BD-35		Paper/Electronic		Jan. 2019	Dec. 2021	April 2025	
Receipts Books/Transaction Receipts	BD-46		Paper/Electronic		Jan. 2019	Dec. 2021	April 2025	
Requisitions/Purchase Orders	BD-49		Paper/Electronic		Jan. 2021	Dec. 2021	April 2025	
Auditor								
Purchase Orders	130033		Paper/Electronic		Jan. 2020	Dec. 2020	April 2025	
Civil Service								
Annual Department Budget	CS-03		Paper/Electronic		Jan. 2014	Dec. 2017	April 2025	
Employment Applications-Not Hired	CS-05		Paper/Electronic		Jan. 2017	Dec. 2017	April 2025	
Background Investigations-Not Hired	CS-07		Paper/Electronic		Jan. 2017	Dec. 2017	April 2025	
Applications for Exams-Not Hired	CS-12		Paper/Electronic		Jan. 2017	Dec. 2017	April 2025	
Eligibility Lists	CS-15		Paper/Electronic		Jan. 2017	Dec. 2017	April 2025	
Examination Forms, Tests, etc.	CS-17		Paper/Electronic		Jan. 2017	Dec. 2017	April 2025	
Requisitions/Purchase Orders	CS-46		Paper/Electronic		Jan. 2016	Dec. 2017	April 2025	
Resume & Reference Letters-Not Hired	CS-47		Paper/Electronic		Jan. 2017	Dec. 2017	April 2025	

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	Records Commission		List other media on which this record series				
Parks & Recreation								
Background Checks	PR-07		Paper/electronic		Jan. 2012	Dec. 2017	April 2025	
Permits	PR-30		Paper/electronic		Jan. 2020	Dec. 2021	April 2025	
Recreation Program Files	PR-46		Paper/electronic		Jan. 2018	Dec. 2020	April 2025	
Registration Files- Adult	PR-48		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Registration Files - Juvenile	PR-49		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Team Rosters & Scorecards	PR-52		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Police Department								
BAC Breath Testing Log Book	PD-09		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
BAC Instrument Check Forms	PD-10		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
BAC Datamaster Maintenance Log	PD-11		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
BAC Testing Solution Log	PD-12		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Intoxilyzer Log	PD-13		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Bicycle Licenses	PD-14		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
BMV Transcript Request	PD-17		Paper/electronic		Jan. 2018	Dec. 2022	April 2025	
Arrests	PD-18		Paper/electronic		Jan. 2018	Dec. 2022	April 2025	
Assault, Drugs, DUI, DV, etc.	PD-19		Paper/electronic		Jan. 2018	Dec. 2023	April 2025	
Evading/Pursuit	PD-21		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Interview	PD-22		Paper/electronic		Jan. 2018	Dec. 2023	April 2025	
Business Crime Alerts	PD-28		Paper/electronic		Jan. 2018	Dec. 2022	April 2025	
Calendar, Planning, Scheduling	PD-29		Paper/electronic		Jan. 2018	Dec. 2023	April 2025	
Civilian Waiver Forms	PD-31		Paper/electronic		Jan. 2018	Dec. 2022	April 2025	
Computer Voice Stress Analyzer	PD-35		Paper/electronic		Jan. 2018	Dec. 2023	April 2025	
Computerized Criminal History Log	PD-36		Paper/electronic		Jan. 2018	Dec. 2021	April 2025	
Contracts (non-fiscal)	PD-37		Paper/electronic		Jan. 2008	Dec. 2009	April 2025	
Executive Correspondence	PD-38		Paper/electronic		Jan. 2001	Dec. 2021	April 2025	
Court Bailiff Record	PD-42		Paper/electronic		Jan. 2021	Dec. 2021	April 2025	
Misdemeanor Case Files	PD-45		Paper/electronic		Jan. 2016	Dec. 2018	April 2025	
Felonies (excluding homicides)	PD-46		Paper/electronic		Jan. 1995	Dec. 1999	April 2025	
Daily Log Sheet	PD-50		Paper/electronic		Jan. 2016	Dec. 2021	April 2025	
Disciplinary investigations	PD-56		Paper/electronic		Jan. 2014	Dec. 2017	April 2025	

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	Records Commission		List other media on which this record series				
Dispatcher Logs	PD-57		Paper/electronic		Jan. 2017	Dec. 2021	April 2025	
False Alarms	PD-68		Paper/electronic		Jan. 2017	Dec. 2021	April 2025	
Federal Firearms License Apps	PD-70		Paper/electronic		Jan. 2017	Dec. 2021	April 2025	
Felon Registration	PD-71		Paper/electronic		Jan. 2013	Dec. 2013	April 2025	
Fixed Asset Inventory	PD-75		Paper/electronic		Jan. 2013	Dec. 2021	April 2025	
Grand Jury Summary	PD-77		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Incident Reports	PD-80		Paper/electronic		Jan. 2013	Dec. 2017	April 2025	
Informants	PD-81		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Internal Affairs Investigation	PD-83		Paper/electronic		Jan. 2015	Dec. 2017	April 2025	
Jail Cards	PD-85		Paper/electronic		Jan. 1999	Dec. 1999	April 2025	
Jail Inspections	PD-86		Paper/electronic		Jan. 1999	Dec. 2018	April 2025	
Lost and Found Animal Log	PD-102		Paper/electronic		Jan. 2005	Dec. 2022	April 2025	
OVI Case Files (paper)	PD-107		Paper		Jan. 1996	Dec. 1999	April 2025	
OVI Case Files (computer)	PD-108		Electronic		Jan. 2014	Dec. 2014	April 2025	
Parking Pass Sign Out Log	PD-109		Paper/electronic		Jan. 2013	Dec. 2022	April 2025	
Violations – Warnings	PD-111		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Pawn Slips	PD-112		Paper/electronic		Jan. 2011	Dec. 2020	April 2025	
Press Releases/Public Service	PD-115		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Public Records – Requests	PD-120		Paper/electronic		Jan. 2013	Dec. 2021	April 2025	
Public Records - Log	PD-121		Paper/electronic		Jan. 2013	Dec. 2021	April 2025	
Purchase Orders/Requisition	PD-122		Paper/electronic		Jan. 2019	Dec. 2021	April 2025	
Receipt Books	PD-123		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Records Room Access Log	PD-124		Paper/electronic		Jan. 2013	Dec. 2022	April 2025	
Special Duty Request	PD-130		Paper/electronic		Jan. 2013	Dec. 2021	April 2025	
Special Permit Files	PD-131		Paper/electronic		Jan. 1999	Dec. 2021	April 2025	
Staff Meeting Agendas	PD-133		Paper/electronic		Jan. 2013	Dec. 2021	April 2025	
Towed & Impounded Vehicle Files	PD-135		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Traffic Accident Investigations	PD-137		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
Traffic Citations - Officer's Copy	PD-140		Paper		Jan. 2013	Dec. 2021	April 2025	
Traffic Citations – Voided	PD-141		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
U-10-100/Arrest Records	PD-142		Paper/electronic		Jan. 2013	Dec. 2021	April 2025	
Use of Force/Aggression Reports	PD-143		Paper/electronic		Jan. 2013	Dec. 2018	April 2025	
Visitor's Log Sheets	PD-147		Paper/electronic		Jan. 2013	Dec. 2020	April 2025	
WebCheck	PD-150		" "		Jan 2012	Dec 2022	" "	

PUBLIC RECORDS POLICY

CITY OF REYNOLDSBURG

The City of Reynoldsburg is an open government. We welcome participation by our citizens. We believe openness leads to a better informed public, which leads to more transparent government and better public policy. Citizens are entitled to access government records and the Public Records Act should be interpreted liberally in favor of disclosure.

How To Make A Public Records Request

The City provides prompt inspection of public records and copies of public records in a reasonable period of time. When you make a request, we ask that you complete a "Public Records Request Form," which helps us locate the records and expedite your request. You are not legally required to complete the form, identify yourself, or give the purpose of your request. If the records cannot be provided while you wait, we will contact you when the records are available.

Hours and Costs

Anyone may make a public records request in the City Office between the hours of 9:00am and 4:00pm (weekdays), excluding government holidays.

COPY COSTS

\$.05 per B&W copy up to 11x14
(first 25 copies free, but prorated back to page 1 at page 26)
\$.25 per color copy up to 11x14

Actual Cost - Tapes (Audio, Video, Computer), CDs, Certified, Photos, Negatives, Maps, Drawings, Plats

The City may require you to pre-pay estimated copy costs before copies are made. If records are mailed to you, the City may charge postage, in advance, and the cost of mailing materials.

Definition of Public Records

Under Ohio law, public records are those items that meet all of the following elements:

- Any document, device, or item, regardless of physical form or characteristic, including an electronic record;
- Any document that is created or received by, or coming under the jurisdiction of, a public office;
- Any document that defines the organization, functions, policies, decisions, procedures, operations, or other activities of the office. This does not include records kept for administrative convenience.

You may ask for a copy of the City records retention schedule, which will familiarize you with the types of records available.

Limitations

If a requester makes an ambiguous, overly broad request or has difficulty in making a specific request for public records, the request may be denied. The requester may revise the request. Any denial of a public records request must include an explanation. If portions of a record may not be released, all redactions shall be plainly visible with an explanation that includes legal authority.

Records That Cannot Be Released

Under Ohio law, some records that meet the above three elements are withheld from release because state or federal law makes the record confidential. Some commonly requested records that are confidential include:

Attorney-client privileged information and trial preparation records;
Social Security numbers;
Records of on-going investigations;
Medical records;
BMV records;
Records that a judge ordered to be sealed per a statute;
Personal and familial information regarding peace officers, firefighters, EMTs, prosecutors, assistant prosecutors - RC 149.43(A)(7)

If you have questions or concerns about the Ohio Public Records law, please contact your state legislator at www.ohio.gov. The City of Reynoldsburg has a public records policy available from the Clerk of Council or online at www.ci.reynoldsburg.oh.us. Records retention schedules are also available for review from the Clerk of Council.

CITY OF REYNOLDSBURG

7232 East Main Street * Reynoldsburg, OH 43068 * 614-332-6800 * www.ci.reynoldsburg.oh.us



Reynoldsburg

7232 East Main Street
Reynoldsburg, OH 43068
(614) 322-6800 (Office); (614) 322-6837 (Fax)

PUBLIC RECORDS REQUEST FORM

The Public Records Act, addressed in Ohio Revised Code Chapter 149, requires the City of Reynoldsburg to promptly prepare and make available for inspection to any person during regular business hours all public records subject to disclosure. Completion of the City of Reynoldsburg Public Records Request Form will enable the City to comply with the provisions of Ohio Revised Code Chapter 149 in a prompt and efficient manner, as well as ensure that your right as an Ohio citizen to access government records is preserved. While completion of this form is not mandatory, providing this information will help us provide the public records you request in a timely manner.

Name: _____ Phone Number: _____

Address: _____

Date request submitted _____ Email _____

Documents requested (must be identified with sufficient clarity): _____

_____ I would like to inspect these records in the building when they are ready.

_____ I would like these records copied, and I will pick them up when they are ready.

_____ I would like these records copied and mailed to me at the address on this form.

_____ If these records are in a digital format, I would like them emailed.

Signature: _____ Date: _____

TO BE COMPLETED BY THE APPROPRIATE DEPARTMENT:

Date request received: _____ Date inspection made available or copies delivered: _____

Amount charged for copies and/or mailing of documents via United States Postal Service: _____

Date fees paid: _____

\$.05 per page B&W copies (first 25 copies are free, but prorated back to page 1 at 26 pages) 8.5 x 11 to 8.5 x 14

\$.25 per page color copies \$1.00 per sheet for Certified Copies

Actual Cost - Tapes (Audio, Video, Computer), CDs, Certified, Photos, Negatives, Maps, Drawings, Plats, Plans

167.05 FEE SCHEDULE.

~~—(a) Copies of letter/legal size document~~

~~—For the first (1) to the twenty-fifth (25) copy, there shall be no charge to the requestor.~~

~~—For requests of twenty-six (26) to fifty (50) copies, there shall be a charge of five cents (\$.05) per copy prorated back to the first copy. Requests made within this category shall not require an advance payment.~~

~~—For requests for fifty-one (51) or more copies, there shall be a charge of five cents (\$.05) per copy prorated back to the first copy. Requests made within this category shall require an advance payment.~~

~~—Color Copies ————— \$0.25 per sheet~~

~~—Certified Copies ————— \$1.00 per sheet~~

~~—Computer Tapes ————— Actual Replacement or~~

~~—Audio Tapes ————— reproduction costs~~

~~—Video Tapes~~

~~—Computer Disks~~

~~—Photographs~~

~~—Negatives~~

~~—Maps, Prints~~

~~—Drawings~~

~~—Plats, Plans~~

~~—Other costs as allowed by O.R.C.~~

~~—(b) Improper Disclosure. Persons improperly disclosing records, which have been clearly designated as confidential, may be subject to prosecution under Ohio R.C. 102.03(B) as well as other disciplinary action.~~

~~Amendments. Proposed amendments to this policy section may be made by three members at any meeting of the Records Commission and then submitted to City Council for approval and codification.~~

~~(Ord. 57-93. Passed 4-26-93; Ord. 136-98. Passed 12-21-98; Ord. 70-04. Passed 6-28-04.)~~

~~—(c) Public Access. All public records shall be promptly prepared and made available for inspection to any member of the general public during regular business hours. Upon request, a person responsible for the requested public records shall make copies available at cost, within a reasonable period of time. In order to facilitate broader access to public records, departments will maintain public records in such a manner that they can be made available for inspection in accordance with Ohio R.C. 149.43(A)(4).~~

~~—(d) Request Process. Any requested record which could be classified as a probation, trial preparation, confidential law enforcement investigatory or medical record shall be submitted to the City Attorney for review. If a classification is in doubt, it shall be submitted to the City Attorney for his opinion.~~

~~—(e) Fee Schedule.~~

~~—Copies of letter/legal size document — \$.05/sheet~~

~~—(Requests of four or more sheets)~~

~~—Payment in advance can be required when requests are made for more than 100 sheets.~~

~~—Certified copies ————— 1.00/sheet~~

~~— Blueprints, computer disks, computer tapes, computer printouts and audio cassette tapes will be charged at city's cost.~~

~~— (f) Improper Disclosure. Persons improperly disclosing records, which have been clearly designated as confidential, may be subject to prosecution under Ohio R.C. 102.03(B) as well as other disciplinary action.~~

~~— (g) Amendments. Proposed amendments to this policy may be made by three members at any meeting of the Records Commission and then submitted to City Council for approval and codification.~~

~~(Ord. 57-93. Passed 4-26-93; Ord. 136-98. Passed 12-21-98; Ord. 70-04. Passed 6-28-04.)~~

167.05 FEE SCHEDULE. (REPEALED)

(EDITOR'S NOTE: Section 167.05 was repealed by Ordinance No. 72- 2021, passed May 24, 2021.)