



MINUTES
REYNOLDSBURG RECORDS COMMISSION
March 12, 2025

CALL TO ORDER

Mayor Begeny called the Records Commission meeting to order.

GUESTS: Chief Baker, Deputy Chief Bender, Jeff Gregory, Shanna Price

APPROVAL OF MINUTES

Meeting Minutes of April 23, 2024

Attorney Shook moved to approve the minutes of April 23, 2024. Second by Auditor Shook. Motion carried.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Retention Schedule Updates

Police Department Updated Retention Schedule

Clerk Prasher presented the updated police department retention schedule was presented. The only change was the addition of drone records, including logs and videos. Attorney Shook asked how videos were stored and how videos were saved for further review and use. Chief Baker explained that the videos were only stored for 30 days and then deleted. Videos that were needed for legal purposes were downloaded and saved separately.

Attorney Shook moved to amend PD-62 to separate drone documents into two line items - one for records and logs and one for videos, with videos having a 30-day retention period unless of legal value. Second by Auditor Cicak. Motion carried and the retention schedule was amended.

Auditor Cicak moved to approve the amended PD retention schedule. Second by Attorney Shook. Motion carried.

Parks & Recreation Updated Retention Schedule

Clerk Prasher presented the updated Parks & Recreation Department Retention Schedule. The only change was the addition of Background Checks that would be kept for one year. Attorney Shook suggested removing the identification of the Sterling Vol information in case the City selected a different provider.

Attorney Shook moved to approve the updated Parks & Recreation schedule. Second by Auditor Cicak. Motion carried.

Destruction Schedule

Clerk Prasher presented the annual citywide list of records for destruction (RC-3).

Attorney Shook moved to approve the RC-3. Second by Auditor Cicak. Motion carried.

OTHER BUSINESS

Update of Records Request Fee Schedule

The Police Department was requesting that the Commission update the fee schedule as it related to records requests and provided suggested increases.

Attorney Shook recommended reviewing and updating each fee individually. He moved to increase the fee for basic black and white copies from \$.05 to \$.10. Second by Auditor Cicak. Motion carried.

Attorney Shook moved to increase the fee for color copies from \$.25 to \$1.00. Second by Auditor Cicak. Motion carried.

Attorney Shook moved to increase the fee for Certified Stamped Copies from \$1.00 to \$2.00. Second by Auditor Cicak. Motion carried.

The state of Ohio signed a new law that allowed law enforcement to charge for the actual cost of preparing videos (body cam) for inspection or production.

Preparation included costs to retrieve, download, review, redact, seek legal advice, and production of these recordings at a rate of \$75.00 per hour with a maximum fee of \$750.00. Ms. Price indicated that it took three to ten hours to



redact a single video, depending on the length. Mr. Gregory said they receive constant requests for reports, especially for force-related incidents. Many youtubers will review the reports and make requests for videos to then post to monetize their channels.

There was also a discussion regarding the media receiving free redacted videos. It was determined that all requests requiring redaction would be charged for services.

Attorney Shook moved that all video records in the police department's possession shall be a \$75.00 per hour fee for time expended to produce videos, including appropriate redaction, with a maximum fee of \$750.00 per incident. The police department shall estimate the amount required to fulfill a request and shall require a deposit of fifty percent (50%) of the estimated cost prior to the time expended on the redaction. Second by Auditor Cicak. Motion carried.

ADJOURNMENT

Auditor Cicak moved to adjourn the meeting. Second by Attorney Shook. Motion carried.

Name

Name