



**MINUTES**  
**REYNOLDSBURG RECORDS COMMISSION**  
**September 2, 2025**

**CALL TO ORDER**

Clerk Prasher called the meeting to order at 3:16pm.

PRESENT: Attorney Shook, Auditor Cicak, Clerk Prasher

GUESTS: Cassandra Grant

**APPROVAL OF MINUTES**

**Regular Meeting Minutes of March 26, 2025**

Attorney Shook moved to approve the March 26, 2025 meeting minutes. Second by Auditor Cicak. Motion carried.

**UNFINISHED BUSINESS**

There was no Unfinished Business.

**NEW BUSINESS**

**Destruction Schedule Water/Wastewater Department**

Clerk Prasher explained that the City records that had been stored at Iron Mountain had been delivered to the City. After a thorough review of each box to determine if the box had been approved for destruction or needed to be saved, it was determined that there were several boxes from the water/sewer department and water billing department that had not been approved for destruction. The list provided in the packet have those records that are eligible for destruction, but need the Commission's approval.

After a review of the destruction list, Attorney Shook moved to approve the destruction of these records. Second by Auditor Cicak. Motion carried.

**OTHER BUSINESS**

Admin Cassandra Grant advised the Commission that the water/sewer department retention schedule had several records that needed the retention period changed. She indicated that she would provide Clerk Prasher with an updated schedule.

**ADJOURNMENT**

# Reynoldsburg

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

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Name

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Name