



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](http://www.reynoldsburg.gov)

Mollie Prasher, Clerk of Council  
614-322-6836

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**Tuesday, October 21, 2025**

**3:00 PM**

**Council Chambers**

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**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

- 1. Meeting Minutes of September 2, 2025

**C. NEW BUSINESS**

- 1. Update Retention Schedule Water/Wastewater Department

**D. OTHER BUSINESS**

**E. ADJOURNMENT**

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ADJOURNMENT

**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.

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Clerk Mollie Prasher

**Reynoldsburg Retention Schedule  
Water Wastewater Department**

(1)	(2)	(3)	(4)	(5)	(6)
ID #	Record Title and Description	Retention Period	Media Type	Year of State	by
<b>WW-01</b>	<b>Accident/Incident Reports</b> reports of accidents, thefts, vandalism, etc. involving city employees, property & equipment	2 years unless pending action	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-02</b>	<b>Administrative Reports &amp; Fiscal Files - General</b> non-specific and periodic	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-03</b>	<b>Annual Departmental Budget</b> list of funds and anticipated revenues & expenses	3 years	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-04</b>	<b>Annual Budget Departmental Documents &amp; Work Papers</b> list of revenues & expenses by department	Until incorporated into Annual Report, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-05</b>	<b>Annual Report</b> report showing department annual accomplishments	Permanent	paper/electronic	<input type="text"/>	<input type="text"/>
	<b>Applications for Water &amp; Sewer Service</b>				
<b>WW-06</b>	request for water and sewer service	<del>1 year</del> 3 years	electronic	<input type="text"/>	<input type="text"/>
<b>WW-07</b>		<del>1 year</del> 6 months after scanning	paper	<input type="text"/>	<input type="text"/>
<b>WW-08</b>	<b>Auxiliary Meter Applications &amp; Permits</b> request for auxiliary meter	3 years, provided audit	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-09</b>	<b>Awards &amp; Certificates</b>	Permanent	multi	<input type="text"/>	<input type="text"/>
<b>WW-10</b>	<b>Backflow Prevention Tests</b> commercial testing results	5 years, after testing date	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-11</b>	<b>Bulletins, Posters &amp; Notices</b> signs describing events, meetings, issues, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>
<b>WW-12</b>	<b>Business Cards/Rotary/Rolodex Files</b>	Until obsolete or superseded, then destroy	paper/electronic	<input type="text"/>	<input type="text"/>

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	address and phone number information			
<b>WW-13</b>	<b>Chlorine Residual Test</b> field office	25 years & no actions or claims pending	paper/electronic	
	<b>Correspondence</b>			
<b>WW-14</b>	<b>Executive</b> - 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	
<b>WW-15</b>	<b>General</b> - Both internal & external correspondence from all sources requesting information or miscellaneous inquiries	30 days and no longer of administrative value	paper/electronic	
<b>WW-16</b>	<b>Transient</b> - Serves to convey information of a temporary importance in lieu of oral communications.	Retain until no longer of administrative value, then destroy	paper/electronic	
<b>WW-17</b>	<b>Unsolicited</b> - Generic mail, advertisements, catalogs, invitations, etc.	Retain until no longer of administrative value, then destroy	paper/electronic	
<b>WW-18</b>	<b>Drafts and Informal Notes</b> materials used to support final documentation	Retain until no longer of administrative value, then destroy	paper/electronic	
<b>WW-19</b>	<b>Electronic Mail (Email) &amp; Attachments</b> 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	
<b>WW-20</b>	<b>Equipment Operating &amp; Maintenance Manuals</b> manuals provided with equipment purchases	Life of equipment, then destroy	paper/electronic	
<b>WW-21</b>	<b>Fax &amp; Copier Journal Reports / Cover Sheets / Confirmation Notices</b> reports generated automatically showing copier and fax use	Retain until no longer of administrative value, then destroy	paper	
<b>WW-22</b>	<b>Fixed Asset Inventory</b>	3 years, until revised or superseded provided audit	paper/electronic	
<b>WW-23</b>	<b>Fuel Logs and Vehicle Usage</b> logs documenting fuel consumption & vehicle usage	Until no longer of administrative/legal value, then destroy	paper/electronic	

<b>General Orders, Directives, Rules, Regulations</b>					
	codes, memos, personnel policies, procedures administrative policies & regulations				
<b>WW-24</b>	<b>County, State or Federal</b>	Until superseded, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-25</b>	<b>City of Reynoldsburg</b>	6 years after revised, superseded or discontinued	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grant Applications</b>					
<b>WW-26</b>	<b>Funded</b>	6 years after expiration and audited	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-27</b>	<b>Not Funded</b>	1 year	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-28</b>	<b>Hydrant Flow Testing Records</b> twice yearly results of hydrant testing	5 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-29</b>	<b>Lead Testing Records</b> results from lead testing reports	5 years—10 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maintenance Records</b>					
	reports documenting condition of all lines				
<b>WW-30</b>	<b>Potable Water</b>	25 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-31</b>	<b>Wastewater &amp; Stormsewer Lines</b>	10 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-32</b>	<b>Maps, Plate, Plans, Drawings - As Built</b> wastewater collection, water distribution, roads	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-33</b>	<b>Messages</b> phone or visitor messages	Erase when no longer of administrative/legal value	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-34</b>	<b>Monthly EPA Reports</b> portable water reports	5 years—25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-35</b>	<b>Ohio Public Records Compliance File</b> records of retention and destruction schedules	Permanent	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-36</b>	<b>Official Staff &amp; Committee Rosters</b> master directories of employees, Councilmembers & board/commission members contact information	1 year after superseded or obsolete	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-37</b>	<b>Photographs, Negatives, Digital Images</b>	Until no longer of administrative or legal value, then assessed for historical value	multi	<input type="checkbox"/>	<input type="checkbox"/>

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<b>WW-38 Planning, Scheduling, Calendar &amp; Training</b> calendars, planners, software programs (Outlook) appointment books, publications (outside sources)	Continually updated, revised or erased	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-39 Potable Water Distribution System</b> line testing & disinfection results	25 years & no actions or claims pending	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-40 Press Releases/Public Service Announcements</b> notices sent via mail & electronic regarding general information, reminders	3 years or no longer of administrative/historical value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-41 Professional Magazines &amp; Publications</b> publications from outside sources	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-42 Public Record Requests and Log</b> public records requests (forms & records)	3 years until no longer of administrative value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-43 Receipt Books</b> receipt books for payment of fees	3 years, provided audit	paper	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-44 Records Retention Documents</b> RC 1, RC 2, RC 3	25 years	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-45 Reference Publications &amp; Directories</b> information collected, received or used for reference purposes	Retain until no longer of administrative value, then destroy	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-46 Requisitions / Purchase Orders</b>	2 years, provided audited	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-47 Security &amp; Surveillance Videos (Loop System)</b> contact information, brochures, etc.	30 days, continually updated	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-48 Vendor &amp; Supplier Catalogues &amp; Files</b>	Until no longer of administrative or fiscal value	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-49 Voice Mail - phone and/or cell phone</b> messages left on voice mail or answering machines	Erase when no longer of administrative/legal value	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-50 Water Meter Repair Records</b> attached to electronic billing file	Retain until no longer of administrative value, then destroy	electronic	<input type="checkbox"/>	<input type="checkbox"/>
<b>WW-51 Work Orders</b> requests for service - repairs, checks, etc.	3 years, after disposition	paper/electronic	<input type="checkbox"/>	<input type="checkbox"/>

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