

Reynoldsburg

OHIO • 1839

MINUTES REYNOLDSBURG RECORDS COMMISSION October 21, 2025

CALL TO ORDER

Mayor Begeny called the meeting to order.

APPROVAL OF MINUTES

Meeting Minutes of September 2, 2025

Attorney Shook moved to approve the September 2, 2025 minutes as submitted.
Second by Auditor Cicak. Motion carried.

NEW BUSINESS

Update Retention Schedule Water/Wastewater Department

Clerk Prasher explained that after the recent major records destruction was completed, it was discovered that several record retention periods on the water/wastewater retention schedule needed to be updated. Water and sewer applications needed to be separated into paper and electronic retention periods. Additionally, retention periods for Lead Testing Records and Monthly EPA Reports needed to be extended.

Superintendent Hellman advised that the Monthly EPA Reports needed a retention period of permanent. Administrative Assistant Grant added that Auxiliary Meter Applications & Permits and Work Orders need to be separated into paper and electronic retention periods.

Attorney Shook moved to approve the Water/Wastewater Retention Schedule with the following amendments: 1) renumber the schedule starting with WW-07; 2) add three years electronic and 6 months after scanning to Auxiliary Meter Applications & Permits; 3) change Monthly EPA Reports to permanent; 4) add three years electronic and 6 months after scanning to Work Orders. Second by Auditor Cicak. Motion carried.

OTHER BUSINESS

There was no Other Business.



ADJOURNMENT

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

Name

Name