



MINUTES
REYNOLDSBURG Records Commission
July 12, 2023

CALL TO ORDER

PUBLIC COMMENT

UNFINISHED BUSINESS

Records Destruction

Clerk Prasher presented the second destruction list for Human Resources and the Building Department.

Attorney Shook expressed concern about destroying commercial and residential building plans as they were occasionally needed as reference for Zoning Code Enforcement as reference.

Attorney Shook moved to approve the destruction schedule as submitted subject to the paper commercial and residential building plans only be destroyed with the electronic plans continuing to be maintained. Second by Auditor Cicak. Motion carried.

NEW BUSINESS

Updated Development Retention Schedule

Clerk Prasher presented an updated Development Department retention schedule. During a discussion with staff, it was determined that JEDD files were not included on the Department's schedule. Clerk Prasher advised that a summary of general JEDD records was added as well as a reference to the retention schedules held by each JEDD.

Attorney Shook moved to approved the schedule as submitted. Second by Auditor Cicak. Motin carried.



New Communications/Events Schedule

Clerk Prasher presented a retention schedule for the Events Department. She indicated that the Department did not have a retention schedule. She met with Ms. Clemens to review the schedule and added items relevant to that department.

Attorney Shook moved to approve the Events Department retention schedule. Second by Auditor Cicak. Motion carried.

OTHER BUSINESS

Clerk Prasher advised that Commission that member Neal Piek had only attended a Commission meeting once in the four years serving on the Commission. She suggested that perhaps a new member be appointed. The Clerk reviewed the requirements of the position in the Reynoldsburg Code with the Commission. The Mayor was responsible for appointing a member that was connected to the Reynoldsburg Historical Society. It was determined that the term expired in December 2020 and no one was ever reappointed. Attorney Shook advised that as Mr. Piek had been included as a member of the Commission since that time. A new person should fulfill the remaining term ending in December 2024. The Mayor will contact and appoint a new member to the Commission.

ADJOURNMENT

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

Name

Name