



2/13/2024 | 2:00 PM

**MUNICIPAL SERVICES CENTER, COUNCIL CHAMBER
3600 TREMONT ROAD**

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes**
 - a. Approve October 24, 2023 Records Commission Meeting minutes.
- 3. Proposed Changes to Records Retention Schedule**
 - a. Police Department: Add Traffic Management Camera Video (GEN-124)
 - b. Mayor's Court: Modify Case Files-Traffic (MC-105)
- 4. Unfinished Business**
 - a. Review of Legislation for Establishing City Records Commission
 - b. Appointment Recommendation for Electronic Records Expertise
- 5. Adjournment**

October 24, 2023 | 1:30 p.m.

Centennial Meeting Room

Members Present:

City Manager Steven Schoeny
Deputy City Attorney Darlene Pettit
Finance Director Brent Lewis
Citizen Representative Sara Nagai

Staff Present:

City Clerk Krystal Gonchar
Deputy City Clerk Abbie Emison
Community Affairs Director Emma Speight
Law Clerk Abby Counts

CALL TO ORDER

Chair Schoeny called the meeting to order at 1:33 p.m. Assistant City Attorney Darlene Pettit served as designee for City Attorney Darren Shulman.

APPROVAL OF MEETING MINUTES

Mr. Lewis moved, seconded by Ms. Nagai, to approve the Records Commission Meeting minutes for April 12, 2023.

The motion carried unanimously.

APPROVAL OF PROPOSED CHANGES TO RECORDS RETENTION SCHEDULE

Ms. Gonchar provided an overview of the proposed changes to the General and Community Affairs sections of the Records Retention Schedule. Ms. Speight noted the City's communications are fluid over time. They have adjusted print and electronic internal and external communications over time. She recommends reducing the retention period from 25 years to 10 years for all printed communications. Ms. Speight stated that *City E-Newsletter* is the appropriate term for electronic communications. She

would like to reduce the retention period considerably, or until administratively necessary, for these types of communications. Ms. Pettit asked for clarification regarding the external and internal e-newsletters and printed newsletters. Ms. Speight said UA Insight is a print publication that is also posted online and City Insight is the weekly e-newsletter. Ms. Pettit suggested changing the retention period for CMO-301: City E-Newsletter to 5 years and CM0-300: City Publications (printed version) to 10 years.

Mr. Speight asked how social media comments are handled. Ms. Pettit said social media comments are similar to unsolicited comments, which are kept until no longer of administrative value. She said there are other means to handle retention besides using a service, such as ArchiveSocial.

Ms. Pettit moved, seconded by Mr. Lewis, to approve the Amended Records Retention Schedule (attached hereto and incorporated herein by reference as Exhibit A.)

The motion carried unanimously.

APPROVAL OF PROPOSED CHANGES TO RECORDS MANAGEMENT POLICY

Ms. Gonchar provided an overview of the current policy, which was last revised in 2007. For the new policy, Ms. Gonchar said they used the model policy provided by the Ohio Attorney General's Office and made revisions accordingly. Revisions included adding the cost of flash drives and a citation for JustFOIA (the City's record request management system). Ms. Pettit stated that the previous policy didn't account for the living nature of this type of policy. Case law may change and the document should be able to reflect the changes. Chair Schoeny said he believes the policy is a good combination of providing information, while not being proscriptive.

Mr. Lewis moved, seconded by Ms. Nagai, to approve the Amended Records Management Policy (attached hereto and incorporated herein by reference as Exhibit B.)

The motion carried unanimously.

DISCUSSION ITEMS

Establishment of City Records Commission

Ms. Gonchar explained that her research has found no record of the City ever establishing the Records Commission. However, the Ohio Revised Code does require that a city have a Records Commission and provides guidance on meetings, composition, etc. Ms. Gonchar said she is asking to formalize the citizen appointment and commission. Chair Schoeny requested Mr. Shulman draft a recommendation to formally establish the Records Commission. Ms. Gonchar also noted other cities have the IT Director sit on the commission. Ms. Pettit suggested having someone with

electronic records experience sit on the commission, not the IT Director specifically. Ms. Gonchar stated they will bring a proposed recommendation to the next meeting.

ADJOURNMENT

There being no further business to come before the Records Commission, Mr. Lewis moved, seconded by Ms. Nagai, to adjourn.

The motion carried unanimously and the meeting was adjourned at 1:56 p.m.

**CITY OF UPPER ARLINGTON: GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

**please review your Department RC-2 as some records have longer retention periods required.*

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
GEN-100	Policies, Procedures, Rules & Regulations	6 years	Multi	<input type="checkbox"/>
GEN-101	Non-public Zoom, Microsoft Teams, Other Collaborative Tool Recorded Meetings, Comments/Chat Entries	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-102	Correspondence (includes information concerning policies, programs, projects, fiscal and personnel matters of significant importance; includes internal/external correspondence and information and miscellaneous inquiries)	2 years	Multi	<input type="checkbox"/>
GEN-103	Transient Correspondence (includes correspondence that conveys information of temporary importance; often in lieu of oral communications, such as phone messages, reminders, appointment notices, etc.; also includes social media comments and unsolicited correspondence and form letters)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-104	Bulletins, Posters, General Notices and Displays	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-105	Blank Forms	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-106	Awards, Newspaper Articles and Clippings	until no longer of administrative or historical value	Multi	<input checked="" type="checkbox"/>
GEN-107	Professional Organization & Association files	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-108	Equipment Maintenance & Repair Records	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-109	Computer Generated Administrative & Fiscal Reports (nonspecific and periodic)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-110	Business Cards (rotary, rolodex, and applicable software files)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-111	Planning/Scheduling/Calendar/Training Information and Data on: Display Boards, Erasable and Dry Erase Boards, Chalkboards, Easel Pads and Electronic Media	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-112	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners	until no longer of administrative value	Multi	<input type="checkbox"/>

**CITY OF UPPER ARLINGTON: GENERAL
PROPOSED RETENTION SCHEDULE (RC-2)**

**please review your Department RC-2 as some records have longer retention periods required.*

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
GEN-113	Lists/Rosters/Informational Directories	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-114	Unfounded complaints - complaint concerning a city employee which was investigated and determined unfounded	1 year	Multi	<input type="checkbox"/>
GEN-115	Photographs, Negatives and Electronic Images	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-116	Material Safety Data Sheets	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-117	Legal Advertisements or Notices	10 years	Multi	<input type="checkbox"/>
GEN-118	Grant- Applications (Not funded): Applications for grants submitted by the city and to the city	1 year after decision rendered	Multi	<input type="checkbox"/>
GEN-119	Drafts & Notes (drafts of documents and notes used to create a final version of a document)	until no longer of administrative value	Multi	<input type="checkbox"/>
GEN-120	Public Meeting Audio and Video Recordings (other than City Council)	1 year	Multi	<input type="checkbox"/>
GEN-121	Studies & Reports	5 years	Multi	<input type="checkbox"/>
GEN-122	Facility Visitor Records	30 days	Multi	<input type="checkbox"/>
GEN-123	Facility Security Feed Recordings	60 days	digital	<input type="checkbox"/>
GEN-124	Traffic Management Camera Video (video captured by traffic management cameras mounted at a traffic intersection)	72 hours, delete after period expires	digital	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: MAYOR'S COURT - CLERK OF COURTS

PROPOSED RETENTION SCHEDULE (RC-2)

audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.

117.26 O.R.C.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
MC-100	Ohio Supreme Court Quarterly Report	permanent	Multi	<input checked="" type="checkbox"/>
MC-101	Annual Budget Preparations (Documents, Exhibits and Worksheets)	until no longer of an administrative value	Multi	<input type="checkbox"/>
MC-102	Administrative Rules for the Court	6 Years After Revised or Rescinded	Multi	<input type="checkbox"/>
MC-103	Mayor's Court Annual Report	permanent	Multi	<input checked="" type="checkbox"/>
MC-104	Case Files- Criminal (M1-M4) includes warrant, warrant block, release of warrant block	50 Years	Multi	<input type="checkbox"/>
MC-105	Case Files- Traffic (M1-M4, Unclassified) includes warrant, forfeiture or release of forfeiture	25 Years	paper	<input type="checkbox"/>
MC-106	Case Files- Criminal (MM) includes warrant, warrant block, release of warrant block	5 Years	Multi	<input type="checkbox"/>
MC-107	Case Files- Traffic (MM) includes warrant, forfeiture or release of forfeiture	5 Years	Multi	<input type="checkbox"/>
MC-108	Case Files- OVI (Traffic) includes warrant, forfeiture or release of forfeiture	50 Years	Multi	<input type="checkbox"/>
MC-109	Weekly Docket	Until No Longer of Legal Value, then Destroy	Multi	<input type="checkbox"/>
MC-110	Court Directed Expungements	Manage record in accordance with Court Order	Multi	<input type="checkbox"/>
MC-111	Monthly Reconciliation Report to City Council	10 Years	Multi	<input type="checkbox"/>
MC-112	BMV- Abstract of Convictions by Case	7 Years After Case Closed	Multi	<input type="checkbox"/>
MC-113	Ohio Treasurer of State- State Reparations Fees	3 years provided audited	Multi	<input type="checkbox"/>
MC-114	Kiosk Report	3 years provided audited	Multi	<input type="checkbox"/>
MC-115	Bond Refund Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-116	Cash Books- Detailed Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-117	Receipts Reconciliation Sheet- Daily	3 years provided audited	Multi	<input type="checkbox"/>
MC-118	Bank Balance versus Bonds Held- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-119	Payment Schedule Report/ Monthly Owe- Annual	3 years provided audited	Multi	<input type="checkbox"/>

CITY OF UPPER ARLINGTON: MAYOR'S COURT - CLERK OF COURTS

PROPOSED RETENTION SCHEDULE (RC-2)

audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec.

117.26 O.R.C.

RC APPROVED: | OHC APPROVED:

Schedule Number	Record Title & Description	Retention Period	Media Type	RC-3 Required by LGRP
MC-120	Delinquent Payment Report- Annual	3 years provided audited	Multi	<input type="checkbox"/>
MC-121	Yearly Court Docket	permanent	Multi	<input checked="" type="checkbox"/>
MC-122	Index to Court Cases	permanent		<input checked="" type="checkbox"/>
MC-123	Checking Account- Voided Checks, Deposit Slips, and Reconciliation	3 years provided audited	Multi	<input type="checkbox"/>
MC-124	Parking Tickets	retain until the ticket is paid and audited	Multi	<input type="checkbox"/>
MC-125	Bond Schedule and Fee Schedule (Administrative Rules for Court)	3 years provided Audited	Multi	<input type="checkbox"/>
MC-126	Bond Forfeiture Report- Monthly	3 years provided audited	Multi	<input type="checkbox"/>
MC-127	Daily Payment Logs	3 years provided audited	Multi	<input type="checkbox"/>