



Public Records Commission
Regular Meeting Minutes
May 4, 2021 4:30 pm

Call to Order:

Mayor Spalding called the meeting to order at 4:30 pm.

Roll Call:

- a. Sloan Spalding, Mayor, Chair – present
- b. Mitch Banchefsky, Law Director, Vice Chair – present
- c. Bethany Staats, Finance Director, Secretary – present
- d. Glenn Redick, Resident Member - present

City staff present: Jennifer Mason, (Recorder and Council), Lauren Johnson (Police Dept.), Malinda Yarnell, Administrative Assistant (Public Service Dept.)

Annual Organizational Meeting:

Confirm Chair – Clerk Mason reminded the Commission that Mayor Spalding was required by city code chapter 141.01(b) to be the PRC Chair. Sloan Spalding nominated himself. Bethany Staats seconded and all voted in favor of appointing Sloan Spalding as Chair.

Elect Vice Chair – Bethany Staats nominated Mitch Banchefsky as Vice Chair. Glenn Redick seconded all and voted in favor to appoint Mitch Banchefsky as Vice Chair.

Elect Secretary – Glenn Redick nominated Bethany Staats as Secretary. Sloan Spalding seconded and all voted in favor of appointing Bethany Staats as Secretary.

Establish date, time, and location for 2020 meetings – The PRC agreed to keep meetings on Tuesdays in May and November at 4:30 pm in Village Hall, as in previous years. The first Tuesday in November was Election Day. The next meeting would be held Tuesday, November 16th starting at 4:30 p.m.

Minutes of Last Meeting:

Chair Spalding moved to approve the November 17, 2020 meeting minutes. Secretary Staats seconded, and all voted in favor to approve the November 17, 2020 meeting minutes as submitted.

Old Business:

None.

New Business:

Public Service Department: Malinda Yarnell

RC-3 – Certificate of Records Disposal

Ms. Yarnell reviewed the RC-3 items with the commission and told them the paper versions were being destroyed. Secretary Staats asked for clarification since paper was also listed in formats being

retained. The PRC members and staff discussed the form's columns and how to better indicate what remained after being destroyed. Ms. Yarnell stated she would amend and resubmit with only the formats being kept in column (4).

Mayor Spalding moved to approve the RC-3 as amended. Mr. Redick seconded and all voted in favor to approve the RC-3 as amended.

Police Department: Lauren Johnson

RC-2 – Record Retention Schedule

Ms. Johnson reviewed the RC-2 items with the commission. She told the commission she interlined a change to the submitted form to take out the last listed item (99-183) as it would be confusing as to who was being discharged. It was not intended to be the officer's discharge date. Subpoenas were also already listed further up in the form with a clearer retention period. The Special Event – Multi-Jurisdictional Unit Detail item was meant to cover operations like the hotel sex trafficking sting which included other municipalities. The LEADS NICS Firearm Release was part of a LEADS background check to make sure there were no charges before someone got back their firearm. There were other items which related to documents Ms. Johnson found in her office.

Chair Spalding moved to approve the RC-2 form. Vice Chair Banchefsky seconded and all voted in favor to approve the RC-2 form.

RC-3 – Certificate of Records Disposal

Ms. Johnson reviewed the RC-3 items with the commission. She was correcting some items from the November 2020 RC-3 and adding a few new items.

Vice Chair Banchefsky moved to approve the RC-3 form. Secretary Staats seconded and all voted to approve the RC-3 form.

Council: Jennifer Mason

RC-3 – Certificate of Records Disposal

Ms. Mason handed out the 2007 RC-2 schedule to the PRC. She had previously confirmed with the Ohio History Connection that this schedule was the most recent one. Many items had a "permanent" status. Former Clerk Betty Bosko had left a lot of paper in council clerk's filing cabinets. This RC-3 was the first attempt to reduce the amount of paper being stored. Ms. Mason planned to submit RC-1s and create a new schedule that covered what she was finding in the filing drawers for the next PRC meeting.


Secretary Staats moved to approve the RC-3 form. Chair Spalding seconded and all voted to approve the RC-3 form.

Next Meeting:


The commission members agreed to set the next meeting for November 16, 2021 at 4:30 pm.

Adjournment:

Chair Spalding moved to adjourn the meeting. Secretary Staats seconded and all voted to adjourn the meeting at 4:54 p.m.


Sloan Spalding, Chair


Bethany Staats, Secretary


Date