



Public Records Commission
Regular Meeting Minutes
July 21, 2020 4:30 pm

Call to Order:

Mayor Spalding called the meeting to order at 4:35 pm.

Roll Call:

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

City staff present: Jennifer Mason, Clerk, Lauren Johnson (Police Dept)

Annual Organizational Meeting:

Mayor Spalding moved to reappoint all PRC officers to their current positions. Law Director Banchefsky seconded and all members voted to reappoint the PRC officers as set forth below.

Chair – Mayor Spalding

Clerk's note: this is also required by city code Chapter 141.01(b).

Vice Chair – Law Director Banchefsky

Secretary – Director Staats

Establish date, time, and location for 2020 meetings – Vice Chair Banchefsky moved to set the remaining 2020 meeting for November 17, 2020 starting at 4:30 pm at the same location.

Secretary Staats seconded and all voted in favor of setting the remaining meeting for November 17, 2020 at 4:30 pm at Village Hall.

Minutes of Last Meeting:

Chair Spalding moved to approve the November 5, 2019 meeting minutes. Vice Chair Banchefsky seconded, and all voted in favor to approve the November 5, 2019 meeting minutes.

Old Business:

None.

New Business:

Police Department: Lauren Johnson

RC-2 Certificate of Records Disposal

Lauren Johnson reviewed the RC-2 items with the Commission. Ms. Johnson said that Criminal Trespass paper records were kept by year for 6 years. Once a trespass went on someone's

record, it stayed there. Dispatch used the digital records and those records were kept indefinitely. The traffic cameras were new to the city. After 30 days, the existing video recorded over itself. That was how it was delivered and how it worked.

Vice Chair Banchefsky thought 30 days was too short and that video could be very valuable. He asked if there was any way to make retention longer. Ms. Johnson said she would talk to IT Manager Loren McCauley about it. Chair Spalding wondered if it was possible to pull out the useful video clips and keep it separately. Ms. Johnson said she would also talk to IT Manager McCauley and Dispatch Supervisor Elizabeth Lyberger about that. She hadn't been in the office since traffic cam video began. She knew dash cam videos could be pulled and saved on DVD.

Chair Spalding moved to approve the Police Department's RC-2 Records Schedule. Secretary Staats seconded and all voted in favor to approve the RC-2 form as submitted.

Next Meeting:

The commission members agreed to set the next meeting for November 17, 2019 at 4:30 pm per the motion under Establish Date, Time, and Location for Regular Meetings above.

Adjournment:

Chair Spalding moved to adjourn the meeting. Vice Chair Banchefsky seconded and all voted to adjourn the meeting at 4:43 p.m.


Sloan Spalding, Chair

Bethany Staats, Secretary

17 Nov 2019
Date



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of New Albany

Police Department

(local government entity)		(unit)	
<u>Elizabeth D. Johnson</u>	Lauren Johnson	Police Clerk	07/08/20
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Jennifer Mason Records Commission (614) 939-2244
 (telephone number)

99 W. Main St, PO Box 188 New Albany, OH 43054 Franklin
 (address) (city) (zip code) (county) County

To have this form returned to the Records Commission electronically, include an email address:

ljohnson@newalbanyohio.org * jmason@newalbanyohio.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature] 21 Jul 2020
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Signature Title Date

Section D: Auditor of State

Signature Title Date
 Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
01-053	Criminal Trespass Warning	6 years	Paper		<input type="checkbox"/>
01-053	Criminal Trespass Warning	Permanent	Digital		<input type="checkbox"/>
20-234	City Traffic Camera Recordings	30 Days	Digital		<input type="checkbox"/>
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