



## Public Records Commission

### Meeting Minutes

November 5, 2019 4:30 pm Village Hall

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#### **Call to Order:**

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

#### **Roll Call:**

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

City staff present: Jennifer Mason, Clerk, Lauren Johnson (Police Dept.); Pam Hickock (Development Dept.)

#### **Minutes of Last Meeting:**

Mitch Banchefsky moved to approve the May 21, 2019 meeting minutes. Glenn Redick seconded, and all voted in favor to approve the May 21, 2019 meeting minutes.

#### **Old Business:**

None.

#### **New Business:**

Clerk Mason had missed putting the Police Department's request on the agenda. Sloan Spalding moved to amend the agenda to add an item for the Police Department's submission to the Commission. Mitch Banchefsky seconded and all voted in favor of amending the agenda to include consideration of the Police Department's submission.

#### **Development Department: Pam Hickok**

##### **RC-3 Certificate of Records Disposal**

Pam Hickok reviewed the RC-3 items with the Commission. She stated the Development Department was inventorying and doing a records clean-up. Mitch Banchefsky asked and Ms. Hickok confirmed that all categories were on the department's retention schedule, although it could turn out some categories didn't have records to go with them. This list was meant to cover all applicable records, including those later discovered.

Mitch Banchefsky moved to approve the destruction of the listed records. Glenn Redick seconded and all voted in favor to approve the motion.

**Police Department: Lauren Johnson**

**RC-2 Records Retention Schedule**

Lauren Johnson reviewed the RC-2 items with the Commission. She had added three new forms which were CALEA requirements. Sloan Spalding asked and Ms. Johnson answered that the Initial Complain Log was for supervisors and only existed in digital format. CALEA standards required both the Initial Complaint and the Evidence Property Room Access logs. Sloan Spalding asked and Ms. Johnson answered that the retention period for the logs was 6 years to ensure sufficient records were available when CALEA accreditors visited every four years.

Since Probation Officer Amy Boyd had moved over to the Police Department, they had taken on some related records for her and needed to add them to their retention schedule.

Mitch Banchefsky moved to approve the addition of the listed records to the retention schedule. Glenn Redick seconded and all voted in favor to approve the motion.

**Next Meeting:**

The commission members agreed to set the next meeting for May 5, 2020 at 4:30 p.m.

**Adjournment:**

Sloan Spalding moved to adjourn the meeting. Glenn Redick seconded and all voted to adjourn the meeting at 4:48 p.m.



Sloan Spalding, Chair



Bethany Staats, Secretary

2/5/12020  
Date



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

**For State Archives – LGRP Use Only**

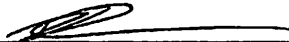
Date Received:  
 Date Reviewed:  
 Items requested for transfer:      YES      NO  
 If YES, attach copy of transfer form

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1**

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

|                           |                       |                  |                    |                       |
|---------------------------|-----------------------|------------------|--------------------|-----------------------|
| New Albany                | Community Development | Pam Hickok       | (614) 939-2254     | Multiple locations    |
| (local government entity) | (unit)                | (contact person) | (telephone number) | (location of records) |
| 99 W. Main Street         | New Albany            | 43054            | Franklin           |                       |
| (address)                 | (city)                | (zip code)       | (county)           | (date mailed to LGRP) |

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

|   |                |                    |
|---|----------------|--------------------|
|  | Zoning Officer | (614) 939-2254     |
| (signature of responsible official)   | (title)        | (telephone number) |

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

**Please Note: The State Archives retains RC-3 forms for seven years.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

| (1)<br>Records Series Title                    | (2)<br>Authorization for Disposal |   | (3)<br>Media Type<br>To be destroyed | (4)<br>Media Type<br>To be retained<br>(if any) | (5)<br>Inclusive Dates of<br>Records |    | (6)<br>Proposed date of<br>destruction<br><br>(15 business days from<br>receipt by LGRP) | (7)<br>For LGRP use |
|--|-----------------------------------|---|--------------------------------------|---|--------------------------------------|----|--|---------------------|
|  | Schedule<br>Number                | Date the RC-2<br>was approved<br>by the Records<br>Commission |                                      |   | From                                 | To |  |                     |
| Contract / Proposals<br>(copy)                 | CDD-2012-005                      | 11/18/2014  | Paper                                |   | 2010-2016                            |    | 2/1/2020   |                     |
| Correspondence –<br>General                    | CDD-2012-007                      | 11/18/2014  | Paper                                |   | 2012-2018                            |    | 2/1/2020   |                     |
| Daily Deposit                                  | CDD-2012-010                      | 11/18/2014  | Paper                                |   | 2013-2016                            |    | 2/1/2020   |                     |
| Department Activity<br>Report                  | CDD-2012-012                      | 11/18/2014  | Paper                                |   | 2011-2016                            |    | 2/1/2020   |                     |
| Receipt books                                  | CDD-2012-018                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Requisitions /<br>Purchase Orders              | CDD-2012-020                      | 11/18/2014  | Paper                                |   | 2012-2016                            |    | 2/1/2020   |                     |
| Board & Commission<br>Recordings               | CDD-2012-026                      | 11/18/2014  | Paper                                |   | 2013-2017                            |    | 2/1/2020   |                     |
| Contractor<br>Registrations                    | CDD-2012-039                      | 11/18/2014  | Paper                                |   | 2013-2016                            |    | 2/1/2020   |                     |
| Monthly Census<br>Reports                      | CDD-2012-040                      | 11/18/2014  | Paper                                |   | 2012-2016                            |    | 2/1/2020   |                     |
| Monthly State 1%<br>reports                    | CDD-2012-041                      | 11/18/2014  | Paper                                |   | 2012-2016                            |    | 2/1/2020   |                     |
| Monthly State 3%<br>reports                    | CDD-2012-042                      | 11/18/2014  | Paper                                |   | 2012-2016                            |    | 2/1/2020   |                     |
| Permits (unless<br>otherwise noted)            | CDD-2012-045                      | 11/18/2014  | Paper                                |   | 2012-2016                            |    | 2/1/2020   |                     |
| Sewer tap Quarterly<br>Reports                 | CDD-2012-051                      | 11/18/2014  | Paper                                |   | 2013-2016                            |    | 2/1/2020   |                     |
| Residential Building<br>Permit Plans (expired) | CDD-2012-047                      | 11/18/2014  | Paper                                |   | 2012-2016                            |    | 2/1/2020   |                     |



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

| (1)<br>Records Series Title                              | (2)<br>Authorization for Disposal |   | (3)<br>Media Type<br>To be destroyed | (4)<br>Media Type<br>To be retained<br>(if any) | (5)<br>Inclusive Dates of<br>Records |    | (6)<br>Proposed date of<br>destruction<br><br>(15 business days from<br>receipt by LGRP) | (7)<br>For LGRP use |
|--|-----------------------------------|---|--------------------------------------|---|--------------------------------------|----|--|---------------------|
|  | Schedule<br>Number                | Date the RC-2<br>was approved<br>by the Records<br>Commission |                                      |   | From                                 | To |  |                     |
| Legal Opinions   | CDD-2012-016                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Recommending Board meeting recordings                    | CDD-2012-032                      | 11/18/2014  | Audio tape or CD                     |   | 2013-2017                            |    | 2/1/2020   |                     |
| Building Complaints and Violations                       | CDD-2012-035                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Condemnation and Demolition files                        | CDD-2012-053                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Sign Permits   | CDD-2012-055                      | 11/18/2014  | Paper                                |   | 2013-2016                            |    | 2/1/2020   |                     |
| Zoning and Certificate of Appropriateness files          | CDD-2012-057                      | 11/18/2014  | Paper                                |   | 2013-2016                            |    | 2/1/2020   |                     |
| Zoning Code Complaints, violations and enforcement files | CDD-2012-058                      | 11/18/2014  | Paper                                |   | 2013-2016                            |    | 2/1/2020   |                     |
| Project files  | CDD-2012-063                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Support information for plans                            | CDD-2012-067                      | 11/18/2014  | Paper                                |   | 2017 and prior                       |    | 2/1/2020   |                     |
| Business files (inactive)                                | CDD-2012-071                      | 11/18/2014  | Paper                                |   | 2017 and prior                       |    | 2/1/2020   |                     |
| Economic Development Commission                          | CDD-2012-074                      | 11/18/2014  | Paper                                |   | 2013 and prior                       |    | 2/1/2020   |                     |
| Project Checkbooks                                       | CDD-2013-091                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Transmittal Log  | CDD-2013-092                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
| Transmittal forms  | CDD-2013-093                      | 11/18/2014  | Paper                                |   | 2016 and prior                       |    | 2/1/2020   |                     |
|  |                                   |   |                                      |   |                                      |    |  |                     |




Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> 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)            |              |            |
|  | Lauren Grandy     | Police Clerk | 11/04/2019 |
| (signature of responsible official)   | (name)            | (title)      | (date)     |

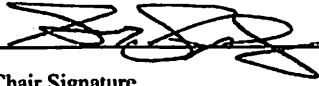
### Section B: Records Commission

|                       |                             |                         |
|-----------------------|-----------------------------|-------------------------|
| <u>Sloan Spalding</u> | Records Commission          | <u>604-855-3913</u>     |
|                       |                             | (telephone number)      |
| <u>99 W. Main St.</u> | <u>New Albany, OH 43054</u> | <u>Franklin/Licking</u> |
| (address)             | (city)                      | (zip code) (county)     |

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

jmason@newalbanyohio.org + ljohnson@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.

|   |                 |
|---|-----------------|
|  | <u>11/15/19</u> |
| 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.*

**City of New Albany**  
(local government entity)

**Police Department**  
(unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description                                | (3)<br>Retention Period | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of State<br>or LGRP | (6)<br>RC-3 Required<br>by<br>LGRP |
|---------------------------|--|-------------------------|----------------------|--|------------------------------------|
| 19-231                    | Certification of Accurate Copies of Documents                      | 6 years                 | Paper                |  | <input type="checkbox"/>           |
| 19-232                    | Initial Complaint Log  | 6 years                 | Digital              |  | <input type="checkbox"/>           |
| 19-233                    | Evidence property Room Access Log                                  | 6 years                 | Paper                |  | <input type="checkbox"/>           |
| 04-166                    | Mayor's Court Bond Log name change Mayor's Court Payments Received | 1 year                  | Paper                |  | <input type="checkbox"/>           |
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