



Public Records Commission

Meeting Minutes

May 21, 2019 4:30 pm Village Hall

Call to Order:

Law Director Mitch Banchefsky called the meeting to order at 4:30 pm.

Roll Call:

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

City staff present: Jennifer Mason, Clerk, Lauren Johnson (Police Dept.); Penny Winters (Mayor's Court); Malinda Yarnell (Service Dept.)

Annual Organizational Meeting:

Confirm Chair – Director Staats moved to name Mayor Spalding as Chair. Law Director Banchefsky seconded and all voted in favor of naming Mayor Spalding as chair. *Clerk's note: this is also required by city code Chapter 141.01(b).*

Elect Vice Chair – Chair Spalding moved to name Law Director Banchefsky as Vice Chair. Director Staats seconded and all voted in favor of naming Law Director Banchefsky as Vice Chair.

Elect Secretary – Chair Spalding moved to name Director Staats as Secretary. Vice Chair Banchefsky seconded and all voted in favor of naming Director Staats as Secretary.

Establish date, time, and location for 2019 meetings – Chair Spalding moved to set the regular meetings for the first Tuesdays in May and November starting at 4:30 p.m. Vice Chair Banchefsky seconded and all voted in favor of setting the meetings as proposed.

Minutes of Last Meeting:

Chair Spalding moved to approve the November 8, 2018 meeting minutes. Secretary Staats seconded, and all voted in favor to approve the November 8, 2018 meeting minutes.

Chair Spalding moved to amend the agenda to include the May 7, 2019 meeting minutes review and approval. Vice Chair Banchefsky seconded and all voted in favor of amending the agenda to include consideration of the May 7, 2019 meeting minutes.

Chair Spalding moved to approve the May 7, 2019 meeting minutes. Law Director Banchefsky seconded, and all voted in favor to approve the May 7, 2019 meeting minutes.

Old Business:

None.

New Business:

Mayor's Court: Penny Winters

RC-3 Certificate of Records Disposal

Penny Winters reviewed the RC-3 items with the Commission. Secretary Finance Director Bethan Staats asked and Ms. Winters replied that there was a log of the monthly journals were on her computer system. This form was requesting to destroy the printed version. Ms. Winters had confirmed that all of the transactions had been audited. Vice Chair Mitch Banchefsky asked and Ms. Winters replied that she didn't know if all of the associated cases had been closed. There was no way to know without looking up each one individually. Secretary Bethan Staats asked and Ms. Winters answered, per year, 30 to 40 Franklin County cases and 10-20 Licking County cases were involved.

Chair Spalding asked if there were some items, for example, a bank registry, that were only electronic now. Ms. Winters responded that she kept a log of all records. Once statements were destroyed, there was no way to access them without going back to the bank. Chair Spalding asked and Ms. Winters answered that she scanned and filed the tickets she received. The actual ticket got destroyed. The disposition of a ticket was available online unless the ticket was expunged. Mayor Spalding commented and Ms. Winters agreed that there would be less paper in the future. She currently kept three years' worth in Village Hall. The rest was stored at Fireproof, who would scan and email her records upon request. She just had to call with the box number and file name to get the record emailed to her. Members discussed how emails created public records.

Law Director Banchefsky asked and Lauren Johnson, Police Department Clerk, answered that e-tickets were on the horizon. A few officers were currently trying out the e-ticket system and working out glitches.

Chair Spalding asked if the Commission Members had any further questions. Hearing no questions, Law Director Banchefsky moved to approve the destruction of the listed records. Secretary Spalding seconded, and all voted in favor to approve the motion.

Public Service Department: Malinda Yarnell

RC-3 Certificate of Records Disposal

Malinda Yarnell reviewed the RC-3 items with the Commission. The members had no questions.

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

Police Department: Lauren Johnson

RC-1 One-Time Disposal of Obsolete Records

Lauren Johnson reviewed the RC-1 item with the Commission. Ms. Johnson said that the Police Department used to fingerprint everyone arrested, including those for non-escalating misdemeanors. Law Director Banchefsky told the commission that non-escalating meant that the charge didn't get added on to other charges. The state did not require persons charged with non-escalating misdemeanors to be fingerprinted. Law Director Banchefsky asked and Ms. Johnson replied that the state did not want these fingerprint records.

RC-2 Records Retention Schedule

Lauren Johnson reviewed the RC-2 items with the Commission. Ms. Johnson said that she used the City of Columbus' retention period for these records schedules. The commission did not have any questions.

RC-3 Certificate of Records Disposal

Lauren Johnson reviewed the RC-3 items with the Commission. She noted that most of the documents were found in Brandy's, the former Administrative Assistant's files. Many were duplicates. Ms. Johnson was aiming to have them destroyed and out of the office by July. Law Director Banchefsky asked and Ms. Johnson replied that the Commission on Accreditation for Law Enforcement (CALEA) would be coming to the Police Department and asking about their records retention as part of the certification process.

Director Staats asked and Ms. Johnson answered that the Personnel Overtime forms for 2018 had been emailed to Mike Khoury in the Finance Department. Those forms were created in triplicate. Secretary Staats asked and Ms. Johnson answered that once a block party had ended there was no need to keep the paper permit. The Police Department scanned and retained them electronically.

Next Meeting:

The commission members agreed to set the next meeting for November 5, 2019 at 4:30 p.m.

Adjournment:

Chair Spalding moved to adjourn the meeting. Secretary Staats seconded and all voted to adjourn the meeting at 4:55 p.m.



Sloan Spalding, Chair

Bethany Staats, Secretary

11/05/2019
Date