



Public Records Commission  
Regular Meeting Minutes  
May 3, 2022 4:30 pm

**Call to Order:**

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

**Roll Call:**

- a. Sloan Spalding, Mayor – present
- b. Ben Albrecht, Interim Law Director – present
- c. Drew Turner, Deputy Finance Director – present
- d. Glenn Redick, Resident Member - present

City staff present: Jennifer Mason, (Recorder and Council), Katie Van Order, Clerk (Police Dept.), Malinda Yarnell, Administrative Assistant (Public Service Dept.), Mike Barker, Director of Public Service

**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. Glenn Redick seconded and all voted in favor of appointing Sloan Spalding as Chair.

Elect Vice Chair – Glenn Redick nominated Ben Albrecht as Vice Chair. Sloan Spalding seconded and all voted in favor to appoint Ben Albrecht as Vice Chair.

Elect Secretary – Ben Albrecht nominated the Finance Department representative (Bethany Staats/Drew Turner) as Secretary. Sloan Spalding seconded and all voted in favor of appointing the Finance Department representative as Secretary.

Establish date, time, and location for 2022 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 15th starting at 4:30 p.m.

**Minutes of Last Meeting:**

Chair Spalding moved to approve the November 16, 2021 meeting minutes. Member Redick seconded, and all voted in favor to approve the November 16, 2020 meeting minutes as submitted.

**Old Business:**

None.

**New Business:**

Clerk Mason reminded the PRC Board that they could opt to require an approved RC-3 form before records were destroyed. The PRC members did not come up with immediate items for which they

would want an RC-3 beyond which the Ohio History Connection covered. Members and staff discussed how items for which an RC-3 was not required, could be destroyed per the schedule without additional commission approval.

Police Department: Katie Van Order

RC-2 Records Retention Schedule

Clerk Van Order reviewed the listed items, which included category deletions, changes, and some new categories to add to the retention schedule. In the new items, Clerk Van Order confirmed that the Search Warrant, Emergency Phone Ping, and Drone – Video and Images – Investigatory Work would be destroyed according to the schedule for Case Investigative File. The non-investigatory drone images included video taken for the city for marketing or other reasons. Traffic Citations were mostly electronic now. Clerk Van Order showed the PRC an example of a Shift Report.

Chair Spalding moved to approve the RC-2 as submitted. Member Redick seconded and all voted in favor to approve the RC-2 form.

RC-3 Certificate of Records Disposal

Clerk Van Order reviewed the RC-3 items with the commission. She confirmed that, if a case was pending, case file materials, like subpoenas, would be kept by the department. The commission members discussed digital versus paper records, and the benefits of having the same disposal schedule for both.

Chair Spalding moved to approve the RC-3 as submitted. Vice Chair Albrecht seconded and all voted in favor to approve the RC-3 form.

Public Service Department: Malinda Yarnell

RC-3 Certificate of Records Disposal

Administrative Assistant Yarnell briefly reviewed the RC-3 list with the commission. All items were being destroyed per their retention schedule. Ms. Yarnell and Director Barker discussed the many boxes Public Service had in storage which could be candidates for destruction. Commission members and staff discussed the ability to destroy documents per the existing retention schedule without waiting on the Public Records Commission - so long as an RC-3 was not checked and required. They further discussed the potential creation of a new retention schedule for the Public Service Department.

Chair Spalding moved to approve the RC-3 as submitted. Member Redick seconded and all voted in favor to approve the RC-3 form.

City Council: Jennifer Mason

RC-1 One Time Disposal of Obsolete Records

Clerk Mason stated she was working through the prior council clerk's filing cabinets after getting her new RC-2 Retention Schedule approved in 2021. The items listed in this RC-1 were old files that didn't fit in the 80+ retention schedule categories. Examples included copies of old court pleadings that former Clerk Bosko filed away. The cases were long closed and originals would be kept by the respective county court clerks. Additionally, Clerk Mason stated that she delivered a number of old documents which would be more appropriately held by the Development and Public Service Departments for them to evaluate per their retention schedules. Examples included sewer plans and street name changes. She brought a box with the RC-1 documents should the PRC members wish to review the originals.

Chair Spalding moved to approve the RC-1 as submitted. Secretary Turner seconded and all voted in favor to approve the RC-1 form.

RC-2 Records Retention Schedule

Clerk Mason reviewed the added RC-3 items with the commission. Although council audio and video recordings were no longer of administrative value after the minutes were adopted as the official record, and some communities did destroy recordings fairly quickly, she understood there was some value to keeping these recordings around longer for transparency purposes. She reduced the retention schedule from 5 years to 3 years due to the size of the video recordings. Sunshine Law Training Certificates were part of the city's annual audit. Those could be destroyed once the audit was complete. The rest of the items were categories that weren't previously covered.

Chair Spalding moved to approve the RC-3 as submitted. Vice Chair Albrecht seconded and all voted in favor to approve the RC-3 as submitted.

Clerk Mason brought out 2 "Council of One" documents that she found in form Clerk Bosko's filing cabinets. It was decided that these documents would be added to the "History" folder and not destroyed, although they no longer had administrative value.

**Next Meeting:**

The commission members agreed to set the next meeting for November 15, 2022 at 4:30 pm.

**Adjournment:**

Chair Spalding moved to adjourn the meeting. Secretary Staats seconded and all voted to adjourn the meeting at 4:53 p.m.

\_\_\_\_\_  
Sloan Spalding, Chair

  
\_\_\_\_\_  
Bethany Staats/Drew Turner, Secretary

5/2/23  
Date



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

### Section A: Local Government Unit

**City of New Albany**

**Police Department**

(Local Government Entity)

(Unit)

Katherine Van Order

Police Department Clerk

5/3/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Jennifer Mason, Records Commission Clerk

Records Commission

(614) 939-2244

99 W. Main Street, PO Box 188

New Albany, Ohio

43054

(Telephone Number)  
Franklin/Licking

(Address)

(City)

(Zip Code)

(County)

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

[jmason@newalbanyohio.org](mailto:jmason@newalbanyohio.org) AND [kvanorder@newalbanyohio.org](mailto:kvanorder@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.

5/3/2022

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**

**Police Department**

(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
	<b>CHANGES</b>				<input type="checkbox"/>
Delete 19-223	CCH Corrections Duplicate of BCI Correction form of Criminal Arrest				<input type="checkbox"/>
Delete 18-173	Unclaimed Motor Vehicle Packet – BMW 4204 – Duplicate of 17-088				<input type="checkbox"/>
Delete 18-219	Confidential Criminal Intelligence Report (288) – Duplicate of 18-218				<input type="checkbox"/>
Delete 19-225	F2 – Alcohol Permits Duplicate of 09-109				<input type="checkbox"/>
Delete 19-226	Jail Inspection Log Duplicate of 16-060				<input type="checkbox"/>
Delete 09-087	Fob Usage Log – no longer used				<input type="checkbox"/>
Delete 04-115	Mayors Court Ticket Pick up Log – no longer used				<input type="checkbox"/>
Delete 10-049 & 50	Court Charges Packet – packet contents are listed individually				<input type="checkbox"/>
Delete 10-089	Grand Jury Packet – packet contents are listed individually				<input type="checkbox"/>
Change 04-116	Change title from “Mayor’s Court Payment” received to “Mayors Court Bond Log”				<input type="checkbox"/>
Change 10-034	Caine Training Reports		From Paper to Digital		<input type="checkbox"/>
Change 10-035	Canine Use Report		From Paper to Digital		<input type="checkbox"/>
	<b>ADD</b>				<input type="checkbox"/>
22-243	Search Warrant	Merge to Case Investigative File	Paper/Digital		<input type="checkbox"/>
22-244	Traffic Citation Journal (officers)	3 years	Paper		<input type="checkbox"/>
22-245	Traffic Citation Book Issuance Receipt	3 years	Paper		<input type="checkbox"/>
22-246	Emergency Phone Ping	Merge to Case Investigative File	Paper/Digital		<input type="checkbox"/>
22-324	Supervisor Daily Shift Report	1 Year	Paper/Digital		<input type="checkbox"/>
22-247	Drone – Video and Images – Investigatory Work	Merged to Case Investigative File	Digital		<input type="checkbox"/>
22-248	Drone – Video and Images – Non-Investigatory	Until No Longer Administrative Value	Digital		<input type="checkbox"/>



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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

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*

City of New Albany	Police Department	Katie Van Order, Clerk	(614) 855-1234	Police Department
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
50 Village Hall Road	New Albany, OH	43054	Franklin/Licking	5/6/22
(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.

	Katherine Van Order, Clerk	(614) 855-1234
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: [jmason@newalbanyohio.org](mailto:jmason@newalbanyohio.org) AND [kvanorder@newalbanypolice.org](mailto:kvanorder@newalbanypolice.org)

**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*

(Political Subdivision Name)		(Unit)						
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
BMV 2255 - ALS	10-031	12/13/2011	Paper	Digital	2015		06/24/2022	
Case Files – Investigative Records	15-038	06/29/2015	Paper	Digital	2015		06/24/2022	
Civilian Observer Request	99-039	12/13/2011	Paper		2020		06/24/2022	
Correspondence (Miscellaneous)	99-048	12/13/2011	Paper		2018-2020		06/24/2022	
Diversion Log	15-213	06/29/2015	Paper		2019-2020		06/24/2022	
Domestic Violence – BCI Form	99-067	12/13/2011	Paper	Digital	2016		06/24/2022	
F2 Alcohol Permit	09-109	12/13/2011	Paper		2018-2019		06/24/2022	
Firearm Sales – Multiple (ATF331.4)	10-085	12/13/2011	Paper		2018		06/24/2022	
Firework Permit	19-224	05/01/2019	Paper		2019		06/24/2022	
House / Business Check Form	10-091	06/29/2015	Paper	Digital	2020		06/24/2022	
Inmate Personal Property Form	18-166	06/01/2018	Paper	Digital	2018		06/24/2022	
Prisoner Preliminary Health Form	08-145	12/13/2011	Paper	Digital	2018		06/24/2022	
Intoxilyzer Subject Test Form	10-011	12/13/2011	Paper	Digital			06/24/2022	
Intoxilyzer Subject Test Card	10-013	12/13/2011	Paper	Digital	2019-2019		06/24/2022	
Mayors Court Bond Sheet	04-117	12/13/2011	Paper		2019-2020		06/24/2022	



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

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Mayors Court Ticket Pick up Log	04-115	12/13/2011			2020		06/24/2022	
Pay in Order/Receipts	10-127	12/13/2011			2018-2021		06/24/2022	
Protection Order – Civil	99-150	12/13/2011			2019		06/24/2022	
Public Record Request	08-153	12/13/2011		Digital	2019		06/24/2022	
Solicitor Application/Permit	99-179	12/13/2011		Digital	2020		06/24/2022	
Special Duty Invoices	99-180	06/29/2015			2018-2019		06/24/2022	
Special Duty Schedules	06-181	06/29/2015		Digital	2018-2019		06/24/2022	
Subpoena	99-183	05/21/2021		Digital	2020		06/24/2022	
Top Eight Traffic Enforcement	10-186	12/13/2011		Digital	2019-2020		06/24/2022	
Unclaimed Motor Vehicle – BMV 4204	17-088	06/08/2017			2015		06/24/2022	
Visitors Log	08-201	12/13/2011			2020		06/24/2022	
Impound Vehicle Record	99-092	12/13/2011		Digital	2017		06/24/2022	
Traffic Complaint Forms	06-193	12/13/2011		Digital	2003-2013		06/24/2022	





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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

**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*

City of New Albany	Public Service	Malinda Yarnell	614.939.2238	First Floor Office
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
7800 Bevelhimer Road	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.

	Director, Michael E. Barker	614.855.0076
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: [myarnell@newalbanyohio.org](mailto:myarnell@newalbanyohio.org)

**Please Note: The State Archives retains RC-3 forms for seven years.  
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City of New Albany, Ohio

Public Service Department

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) <del>For LGRP use</del>
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Contracts - Miscellaneous	SVC-06-0012	11-06-2007	Paper	N/A	2004		July 1, 2022	
End of Year Reports	SVC-06-0023	11-06-2007	Paper	Computer	2004-2007		July 1, 2022	
Miscellaneous Correspondence	SVC-06-0037	11-06-2007	Paper	N/A	2000-2012		July 1, 2022	
Project Files (Street Sewer, Building, Consultant and Drawings)	SVC-06-0047	11-06-2007	Paper	N/A	2002-2006		July 1, 2022	
Miscellaneous Correspondence	ENG-06-0015	11-06-2007	Paper	N/A	2002		July 1, 2022	
Applications - Not Hired	SVC-06-0004	11-06-2007	Paper	N/A	2005		July 1, 2022	
Manuals, Handbooks, Reference, Library Materials	SVC-06-0036	11-06-2007	Paper	N/A	1998, 2000, 2003-2009, 2011-2012		July 1, 2022	
Work Orders, Complaints and Follow-Up	SVC-06-0075	11-06-2007	Paper	Computer, Disk	2007, 2018		July 1, 2022	
Requisitions/Purchase Orders	ENG-06-0021	11-06-2007	Paper	Computer	2011-2012		July 1, 2022	
Budget Information	SVC-06-0007	11-06-2007	Paper	N/A	2005, 2012-2015		July 1, 2022	
General Orders, Directives, Policies, Rules, Regulations and Procedures	SVC-06-0030	11-06-2007	Paper	N/A	2011		July 1, 2022	
Grant Files	SVC-06-0031	11-06-2007	Paper	N/A	2008-2010, 2012-2013		July 1, 2022	
Mail (Unsolicited), Sales Materials and Informational Brochures	SVC-06-0035	11-06-2007	Paper	N/A	2002-2003, 2005		July 1, 2022	
OUPS Forms	SVC-06-0041	11-06-2007	Paper	N/A	2012		July 1, 2022	

City of New Albany, Ohio

Public Service Department

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) <del>For LGRP use</del>
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Records Requests	SVC-06-0049	11-06-2007	Paper	N/A	2012		July 1, 2022	
Bulletins, Posters, Notices, Safety Sheets	SVC-06-0008	11-06-2007	Paper	N/A	2011		July 1, 2022	
Performance Evaluations	ENG-06-0016	11-06-2007	Paper	N/A	2005		July 1, 2022	
Inspection Records (Street Light, Manholes, Etc.)	SVC-06-0032	11-06-2007	Paper	N/A	2004, 2005		July 1, 2022	
Organizations/Memberships File	SVC-06-0040	11-06-2007	Paper	N/A	2006		July 1, 2022	
Requisition/Purchase Orders	SVC-06-0050	11-06-2007	Paper	Computer, Disk	2011		July 1, 2022	
Senior Citizen Discount Lists for Trash Removal	SVC-06-0053	11-06-2007	Paper	N/A	2007		July 1, 2022	
Street Light Check Maintenance Logs	SVC-06-0058	11-06-2007	Paper	N/A	2005		July 1, 2022	
Time Sheets/Accruals-Copies	SVC-06-0060	11-06-2007	Paper	Computer	2007, 2008, 2018		July 1, 2022	
Vender Quotes (Projects, Materials, Etc.)	SVC-06-0068	11-06-2007	Paper	N/A	2000-2001, 2003-2004, 2007-2010		July 1, 2022	
Village Property Maintenance Records and Inspections	SVC-06-0070	11-06-2007	Paper	N/A	2003-2004		July 1, 2022	
Monthly Reports	SVC-06-0038	11-06-2007	Paper	Computer, Disk	2016		July 1, 2022	
Fleet Maintenance Activity Sheets	SVC-06-0027	11-06-2007	Paper	N/A	2016		July 1, 2022	
Daily Activity Sheets	SVC-06-0014	11-06-2007	Paper	N/A	2016		July 1, 2022	



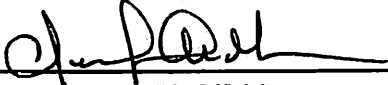
Ohio History Connection  
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**ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1**

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

**Section A: Local Government Unit**

City of New Albany	Council		
(Local Government Entity)	(Unit)		
	Jennifer Mason	Clerk of Council	5/3/22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

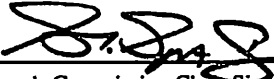
*See ORC 149.38 – ORC 149.412 for Records Commission information*

Jennifer Mason, Records Commission Clerk	Records Commission	(614) 939-2244	
		(Telephone Number)	
99 W. Main Street, PO Box 188	New Albany	43054	Franklin/Licking
(Address)	(City)	(Zip Code)	(County)

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

[jmason@newalbanyohio.org](mailto: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.

	Sloan Spalding, Mayor	5/3/22
Records Commission Chair Signature		Date

**Section C: Ohio History Connection - State Archives**

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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## ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

	City of New Albany	Council		
	(Local Government Entity)	(Unit)		
(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
	Presentation materials made to council regarding land trusts - 2008	Paper and CDs	none	
	Key lists and codes - 1996	Paper	none	
	Key documentation to 99 W main street – year unknown	Paper	none	
	Application for use of school facilities – 1996	Paper	none	
	Litigation Exhibits for Johnston/Hughes Lawsuit (incl. pictures) – 1996	Paper	none	
	Notice of appeal – 1 New Albany Farms v. New Albany (incl. certificate of service) – Judge Hale – no case number - 2011	Paper	none	
	Copy of Marriage Certificate – Mr. Kitzmiller and Ms. Moore – signed by Colleen Briscoe – 1996	Paper	none	
	Planning “Skull” Sessions/Memos – 1991-1993	Paper	none	
	Sean Maxfield – Resume/Training Certificates – 2002-2003	Paper	none	
	Mayors Court Magistrate Applications – 2000	Paper	none	
	Ashton Grove Survey No parking Signs – 2004	Paper	none	
	Sample wedding vows/documents – Between 2004 and 2011	Paper	none	

**ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2***See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

City of New Albany

Council

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
	Community of One – Council of Governments – agendas, meeting materials, minutes, emails, vote tallies, drafts (Final Report dated 5-31-2008 saved; no Final Report for 2009 or after found in this file) - 2009	Paper	None	
	Tanneff grading request – 2000	Paper	None	
	Solicitation Permits – copies of letters and requests – 2010-2011	Paper	None	
	Plain Township v. Bosko, et al – 97-CVH-05-5542 – copies of complaint and filings and attorney rates - 1997	Paper	None	
	Plain Local School Library Reservation – 1997	Paper	None	
	Steve Minick candidacy – copy of news articles, correspondence, copy of complaint for 05-CVH-12-14643	Paper	None	
	Mayor's Court Training Certificates for Colleen Briscoe - 2001-2002	Paper	None	
	Windsor Strategy Study - Keith Myers - 2006	Paper	None	
	Four memos of legal opinions from Village Attorney – 1996-1997	Paper	None	



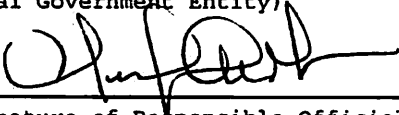
Ohio History Connection  
 State Archives of Ohio  
 Local Government Records  
 Program  
 800 E. 17th Avenue  
 Columbus, Ohio 43211-2474

614.297.2553  
 localrecs@ohiohistory.org  
 www.ohiohistory.org/lgr

**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 (Local Government Entity)	Council (Unit)		
	Jennifer Mason	Council Clerk	5/3/2022
(Signature of Responsible Official)	(Name)	(Title)	(Date)


**Section B: Records Commission**

Mayor Sloan Spalding, Chair	Records Commission		
City of New Albany	(Telephone Number)	614-939- 2244	
99 W. Main Street, PO Box 188	New Albany	43054	g Counties Franklin/Lickin
(Address)	(City)	(Zip Code)	(County)

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

[jmason@newalbanyohio.org](mailto: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.

	5/3/2022
Records Commission Chair Signature	Date

**Section C: Ohio History Connection - State Ar**

Signature	Title	Date
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**Section D: Auditor of State**

Signature	Title	Date
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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.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form. Must be submitted with PART 1

### Section B: Table of Records to be Disposed

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-2 Require d by LGRP
COU-2022-80	Presentation slideshows for council meetings and workshops	2 years	Paper and/or Digital		<input type="checkbox"/>
COU-2022-81	Photos of council members/council events	Until no longer of administrative value - after evaluation for historical value	Paper and/or Digital		<input type="checkbox"/>
COU-2022-82	Sunshine Law Training Certificates	After relevant audit is complete and document is no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
COU-2022-83	Transitory Info. Misc. - clerk training manuals, handouts, certificates, and other materials	Until no longer of administrative value	Paper and/or Digital		<input type="checkbox"/>
Change COU-2021-29	Electronic council meeting recordings	3 years	Digital		<input type="checkbox"/>
Change COU-2021-30	Electronic board/commission meeting recordings	3 years	Cassette Tape, CD, Digital		<input type="checkbox"/>
Delete COU-2021-07 as duplicative	Audio Recording Minutes of Council Minutes	5 years	Cassette Tape, CD, Digital		<input type="checkbox"/>
					<input type="checkbox"/>