



## **MINUTES OXFORD RECORDS COMMISSION**

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room

**TUESDAY, SEPTEMBER 19, 2023 AT 5:00 PM**

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### **Approval of Agenda**

Members present: Doug Elliott, City Manager; Heidi Hill, Acting Finance Director; Chris Conard, Law Director; Heather Barbour, Secretary; Jacqueline Johnson; Brad Spurlock, and Ex-Officio.

Staff Members present: Jessica Greene, Assistant City Manager

Mr. Elliott called the meeting to order at 5:00 p.m.

Motion – To Approve the Agenda.

(Voice Vote) 1st Mr. Conard 2nd Ms. Hill

AYE # 4

NAY # 0

ABS # 0

### **Approval of Minutes**

Motion – To Approve the Minutes of the May 2, 2023 meeting.

(Voice Vote) 1st Mr. Conard 2nd Ms. Hill

AYE # 4

NAY # 0

ABS # 0

1. Minutes from the May 2, 2023, Records Commission meeting. (Heather Barbour, Clerk of Council)

### **New Business**

1. Proposed Records Retention Policy

Motion – To Approve the Proposed Records Retention Policy with Amendments.

(Voice Vote) 1st Mr. Conard 2nd Ms. Hill

AYE # 3

NAY # 0

ABS # 0

Ms. Greene and Ms. Barbour gave a brief history of the process of creating this city-wide policy and the amendments requested during the May 2, 2023, meeting. Ms. Greene explained that during the Microsoft 365 migration, the City was going through records that could be disposed of, and a Records Commission Meeting will be scheduled to review those records at a later date. Ms. Greene and Ms. Barbour addressed questions and comments from the Commission. Mr. Elliott and the Commission reviewed each section. The following amendments were made and voted on while reviewing each section.

Motion – To Amend FN-24 by adding 10 years and 2 years after expiration, provided all claims are settled.

(Voice Vote) 1st Mr. Conard 2nd Ms. Hill

AYE # 4

NAY # 0

ABS # 0

Motion – To Amend HR-17 by taking off the Personnel Appeals Board and adding the City Council.

(Voice Vote) 1st Ms. Johnson 2nd Mr. Conard

AYE # 4

NAY # 0

ABS # 0

Motion – To Amend PD-08 by adding Calibration, "Breath Testing Calibration Records."

(Voice Vote) 1st Mr. Conard 2nd Ms. Hill

AYE # 4

NAY # 0

ABS # 0

## **Adjournment**

Motion – To Adjourn at 5:36 pm.

(Voice Vote) 1st Ms. Hill 2nd Mr. Conard

AYE # 3

NAY # 0

ABS # 0