



RECORDS COMMISSION AGENDA:

February 6, 2024

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

5:00 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the September 9, 2023, meeting.

One-Time Disposal of Obsolete Records (RC-1)

1. Police Division

Certificate of Records Disposal (RC-3)

1. City Manager
2. Clerk of Council
3. Community Development
4. Finance
5. Fire Division
6. Parks and Recreation
7. Police Division

Adjournment



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

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



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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

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 Oxford Police

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

[Signature]

Police Chief

1-30-24

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

(Local Government Entity)

(Unit)

[illegible]



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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 Oxford	City Manager's Office	Heather Barbour	513-524-5213	Municipal Building
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
15 South College Ave.	Oxford	45056	Butler	
(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.

	City Manager	513-524-5200
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: hbarbour@cityofoxford.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		
General Administrative Files	CM-01		Electronic	none	11-2000	2-2019		
Weekly Reports	CM-08		Electronic	none	6-2005	12-2000		
Administrative Ticketing	CM-13		Electronic	none	2-2002	10-2002		
Leases	CM-16		Paper	none	5-2002	5-2007		



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Date Reviewed:

Items requested for transfer: YES NO

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

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

City of Oxford	Clerk of Council	Heather Barbour	513-524-5213	Municipal Building
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
15 South College Ave.	Oxford	45056	Butler	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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(Signature of Responsible Official)

Clerk of Council

(Title)

513-524-5213

(Telephone number)

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

hbarbour@cityofoxford.org

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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		
Right of Way Permits	CL-03		Electronic	none	8-2003	8-2005		
Banner Permits	CL-04		Electronic	none	3-2000	8-2008		
Petitions	CL-16		Paper	none	11-2003			
Boards & Commissions Applications Appointed	CL-22		All Media	none	8-1996	11-2004		
Boards & Commissions Rosters	CL-23		Electronic	none	8-2000	4-2012		
Contracts	CL-25		Paper	None	3-1993	8-2015		



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Items requested for transfer: YES NO

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

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

City of Oxford	Comm. Dev.	Samuel Perry	513-524-5204	15 S College Ave
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
15 S College Ave	Oxford	45056	Butler	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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Director

513-524-5204

(Signature of Responsible Official)

(Title)

(Telephone number)

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Please Note: The State Archives retains RC-3 forms

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

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

City of Oxford

Community Development

(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		
Comm. Buildig Permit Apps.	CDB-16		Paper	Electronic	2015-2016		2/15/24	
Comm. Buildig Permit Insp. Tickets incl. releases	CDB-17		Paper	Electronic	2015-2016		2/15/24	
Comm. Buildig Permit Misc. Permit Docs.,incl. inspections, reviews, fee pymt	CDB-18		Paper	Electronic	2015-2016		2/15/24	
Curb, Gutter, Sidewalk, Street Cut Permits, incl, insp. tickets	CDB-25		Paper	Electronic	2015-2016		2/15/24	



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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 Oxford

 118 W. High St.
 Oxford, OH 45056

(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
15 S College Avenue	Oxford	45056	Butler County	2/01/24
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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Finance Director

513-524-5214

(Signature of Responsible Official)

(Title)

(Telephone number)

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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		
Audit Reports	FN-06		Electronic		2014-2020			
Monthly Utility Billing Journal	FN-65		Electronic		2017-2019			
Past Due Reports	FN-66		Electronic		2014-2019			
Accounts Receivable-Other	FN-59		Electronic		2016-2019			
SSI Reports (meter reading reports)	FN-63		Electronic		2014-2019			
Refuse Service Records	FN-67		Electronic		2014-2019			
Timesheet/Timecard Flextime Policy	FN-56		Electronic		2001			
Reference Material	FN-33		Electronic		2006-2020			
Loan reports	FN-36		Electronic		1999-2011			
Monthly Reports	FN-29		Electronic		2006-2008			
Accounts Payable Records – Check copies	FN-37		Paper		2019			
A/P Other-move out forms,USO	FN-59		Paper		2019			

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(Political Subdivision Name)			(Unit)					
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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Utilities-A/R ledger Cash batch total	FN-69		Paper		2019			
Receipt Journals	FN-64		Paper		2019			
Withholding Payment Records	FN-57		Paper		2016			
Bank Statements, Reconciliation	FN-07		Paper		2019			
Check Registers	FN-38		Paper		2019			
Request for proposal	FN-09		Electronic		2001-2009			
Audit Reports	FN-06		Electronic	Paper -permanent	2004-2015			
Fixed Assets Schedule & Reports	FN-19		Electronic		2011			
ACFR Wkg Papers	FN-13		Electronic		2004-2015			
County Tax Settlement reports	FN-34		Electronic		2004-2010			
Budget Wkg Papers	FN-12		Electronic		2004-2015			
Reference Materials	FN-33		Electronic		2001-2017			
Check Reconciliations	FN-07		Electronic		2008-2015			

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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(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		
Budget Working Papers	FN-12		Electronic		2001-2018			
Comprehensive Fin. Report Wkg papers	FN-13		Electronic		2003-2018			
General Journal Entries	FN-20		Electronic		2005-2019			
Grant Financial Papers	FN-21		Electronic		2016-2019			
Form 941 Qtrly Fed Tax Return	FN-45		Electronic		2014-2018			
Employer Paid Benefits	FN-46		Electronic		2007-2019			
Garnishments	FN-47		Electronic		2007-2011			
Insurance Billing & Documentation	FN-49		Electronic		2016-2019			
Report of Bureau of Employment Serv.	FN-54		Electronic		2014-2018			
Withholding payment record	FN-57		Electronic		2011-2018			
Worker's Compensation	HR-26		Electronic		2002-2011			

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

(Unit)

[illegible]



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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 Oxford	Fire Department	John Detherage/Treve Pierce	513-523-6324	Fire Department
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
217 S. Elm Street	Oxford	45056	Butler	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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(Signature of Responsible Official)

Fire Chief
(Title)
513-523-6324
(Telephone number)

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

Fire Department

[illegible]



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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

Oxford Parks and Recreation Department	Deanna Barbour	513-523-6314	Parks and Recreation	
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6025 Fairfield Road	Oxford	45056	Butler	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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Deanna Barbour	Office Manager	513-523-6314
(Signature of Responsible Official)	(Title)	(Telephone number)

hbarbour@cityofoxford.org

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

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

(Unit)

[illegible]



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

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City of Oxford Division of Police

John A. Jones

513-524-5252

(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
101 E. High St.	Oxford	45056	Butler	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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(Signature of Responsible Official)

(Title)

(Telephone number)

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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		
Administrative Citations	PD-01	10172023	Paper		Through 2022			
Administrative Reports	PD-02	10172023	All Media		Through 2020			
Attendance Sheets	PD-05	10172023	Paper		Through 2020			
Auction	PD-06	10172023	All Media		Through 2020			
Breath Testing Calibration Records	PD-08	10172023	All Media		Through 2020			
Damaged/Missing Equipment & Vehicle Accident Report	PD-14	10172023	Paper		Through 2022			
Display of Force Reports	PD-15	10172023	Paper		Through 2018			
Parking Citations	PD-39	10172023	Paper		Through 2020			
Parking Citation Appeals	PD-40	10172023	Paper		Through 2020			
Parking Reports	PD-42	10172023	All Media		Through 2020			
Ride Along Forms	PD-47	10172023	Paper		Through 2021			

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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(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		
Shift Trade Request/Time Off Request	PD-48	10172023	Paper		Through 2022			
Tow Sheets	PD-52	10172023	Paper		Through 2020			
Traffic Citations	PD-53	10172023	Paper		Through 2020			
Use of Force Reports	PD-55	10172023	Paper		Through 2018			
Solicitor Permits	PD-75	10172023	Paper		Through 2022			
Meter Rental	PD-76	10172023	All Media		Through 2022			
72-hour Parking Log	PD-77	10172023	Paper		Through 2022			
Weather Siren Assignments	PD-78	10172023	Electronic		Through 2022			
Citizen Observer Patrol Intern Logs	PD-79	10172023	Paper		Through 2022			
Public Safety Cadets attendance sheets	PD-80	10172023	Paper		Through 2022			
Internal Affairs Investigations	PD-24	10172023	Paper		No Action Taken: 2016-2021			