



MINUTES OXFORD RECORDS COMMISSION

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

TUESDAY, FEBRUARY 6, 2024 AT 5:00 PM

Approval of Agenda

Members present: Douglas Elliott, City Manager; Heidi Hill, Finance Director; Jacqueline Johnson; Heather Barbour, Secretary; Jacqueline Johnson; and Chris Conard, Law Director, who arrived at 5:06 p.m.

Staff Members present: Jessica Greene, Assistant City Manager; Amy Gabbard, Office Manager OPD; and Stephanie Gray, Assistant Finance Director.

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

Motion – To Approve the Agenda.

(Voice Vote) 1st Ms. Johnson 2nd Ms. Hill

AYE # 3

NAY # 0

ABS # 0

Approval of Minutes

1. Minutes from the September 19, 2023, meeting.

Motion – To Approve the Minutes of the September 19, 2023, meeting.

(Voice Vote) 1st Ms. Hill 2nd Ms. Johnson

AYE # 3

NAY # 0

ABS # 0

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

1. Police Division

Motion – To Approve the Police Division's RC-1.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Hill
AYE # 3
NAY # 0
ABS # 0

Certificate of Records Disposal (RC-3)

1. City Manager

Motion – To Approve the City Manager's RC-3, noting CM-08 dates should read 12 - 2000 through 6 - 2005.
(Voice Vote) 1st Ms. Hill 2nd Ms. Johnson
AYE # 3
NAY # 0
ABS # 0

2. Clerk of Council

Motion – To Approve the Clerk's RC-3.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Hill
AYE # 3
NAY # 0
ABS # 0

3. Community Development

Motion – To Approve Community Development's RC-3.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Hill
AYE # 3
NAY # 0
ABS # 0

4. Finance

Motion – To Approve the Finance Department's RC-3.
(Voice Vote) 1st Ms. Johnson 2nd Mr. Conard
AYE # 4
NAY # 0
ABS # 0

5. Fire Division

Motion – To Approve the Fire Division's RC-3.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Hill
AYE # 4
NAY # 0
ABS # 0

6. Parks and Recreation

Motion – To Approve the Parks and Recreation RC-3.

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

AYE # 4

NAY # 0

ABS # 0

7. Police Division

Motion – To Approve the Police Division's RC-3.

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

AYE # 4

NAY # 0

ABS # 0

Adjournment

Motion – To Adjourn at 5:14 p.m.

(Voice Vote) 1st Ms. Johnson 2nd Ms. Hill

AYE # 4

NAY # 0

ABS # 0