



RECORDS COMMISSION AGENDA:

May 7, 2024

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

4:45 PM

Approval of Agenda

Approval of Minutes

1. Minutes of the February 6, 2024, meeting.

Old Business

RC-2 Records Retention Schedule

1. Service Department RC-2 Updates

New Business

1. Proposed Public Records Policy (Jessica Greene, Assistant City Manager)

Adjournment



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



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 Oxford

Service Department

(Local Government Entity)

(Unit)

[Signature]

Mike Dreisbach

Director

4/15/24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

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

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 Oxford

Service 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
SM-09	Salt Delivery Information	2 years	All		☐
SM-13	Transfer Station Ticket Stubs	1 year	All		☐
SM-18	Pesticide Application Records	2 years provided audited	All		☐
WWTP-05	Monthly Reports (Departmental)	Until incorporate into annual report	All		☐
WWTP-07	Project Final Reports	Permanent	All		☐
WD-07	Bacterial Analysis REMOVE				☐
WD-10	Excavation Reports	2 years or until reviewed by OEPA	All		☐
WTP-25	Bacterial Analysis Records	10 years	All		☐
ENV-01	Underground Storage Tank (UST) Annual Registration; Inspection; Monitoring Results	1 year	All		☐
ENV-02	UST Test Results for Spill/overflow Prevention	3 years	All		☐
ENV-03	UST Equipment Calibration and Maintenance	5 years	All		☐
ENV-04	UST Cathodic Protection Test Results	6 years	All		☐
ENV-05	Petroleum Underground Storage Tank Release Compensation Board	1 year	All		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Oxford****Service 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
ENV-06	Small Municipal Separate Storm Sewer Systems	5 years	All		☐
ENV-07	Closed Sanitary Landfill	Duration of Post Closure Care Period	All		☐
ENV-08	Deer Management Program	3 years	All		☐
ENV-09	Refuse and Recycling Service Unsuccessful Bids	2 years	All		☐
ENV-10	Refuse and Recycling Service Contract documents	3 years	All		☐
ENV-11	Residential Food Scrap Drop Off Program	1 year	All		☐
ENV-12	Urban Forestry	3 years	All		☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐



Public Records Policy

Purpose

At the City of Oxford, we are committed to fostering transparency, accountability, and open governance by implementing Ohio's Public Records Act. We strive to promote a culture of responsiveness, efficiency, and fairness in managing public records, thereby enhancing trust between the government and the community we serve.

The City of Oxford maintains many records used in the city's administration and operation. In accordance with state law and the City's Records Commission, the city has adopted schedules of records retention and disposition (RC-2) to identify these records. These schedules list records that are stored on a fixed medium (paper, computer, film, etc.) that are created, received, or sent under the jurisdiction of the city and document the organization, functions, policies, decisions, procedures, operations, or other activities of the city.

Definition of Public Record

A record is defined to include the following: A document in any format, paper, electronic, or audio, that is created, received by, or comes under the jurisdiction of the City of Oxford that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. A public record is a record that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

Public Records Custodian and Request Guidelines

The Clerk of Council is the official Public Records Custodian of all records that are centrally maintained by the city. Department heads are the official custodians of all records maintained within their departments. Except for police department records, all public records requests must be directed to the Public Records Custodian. Requests for records from the police department may be made directly to the police records custodian.

Public records requests will be accepted and reviewed during regular business hours between 8:00 a.m. and 5:00 p.m. on regular business days. Public records requests will not be responded to on weekends or holidays.

No specific language is required to request public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records.

The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record(s). It is this office's general policy that this information is not to be requested.

However, the law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only if (1) a written request or disclosure of the identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Ohio Attorney General's website (www.OhioAttorneyGeneral.gov/YellowBook) for the purpose of keeping employees of the office and the public educated as to the office's obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and the Personal Information Systems Act.

The Public Records Custodian reserves the right to consult with legal counsel prior to the release of any public records. This is to allow the city to comply with laws regarding the release of certain records.

The City of Oxford's records are subject to records retention schedules. The office's current schedules are available at the Municipal Building located at 15 South College Ave. Oxford, Ohio 45056, a location readily available to the public as required by Ohio Revised Code § 149.43(B)(2).

Response Timeframe:

All public records maintained by the city shall be promptly prepared and made available for inspection to any person during regular business hours.

Copies of public records must be made available within a reasonable period of time. Prompt and reasonable take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of the City of Oxford that all requests for public records should be acknowledged in writing or, if feasible, satisfied within five business days following the office's receipt of the request. If the request is expected to take longer, the Record Custodian will provide an estimated timeframe and provide updates to the requester as needed.

Processing the Request:

In processing the request, the office does not have an obligation to create new records. If the requester is

seeking public records organized in a certain way, but the public records are not organized in that way, the Public Records Custodian is not required to provide it in the format requested.

An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features. Although not required by law, the office should consider generating new records when it makes sense and is practical under the circumstances.

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

Public records will only be produced by the Public Records Custodian or other authorized employees. The Public Records Custodian may use an outside copying service to make the copies at the Public Records Custodian's discretion. Under no circumstances will the requester be permitted to make the copies himself or herself. The manner of copying is at the discretion of the Public Records Custodian. Requests to copy a certain number of public records on a given page, by reducing copy size or otherwise, may be met at the discretion of the Public Records Custodian.

Inspection and delivery of public records:

In-person inspection: records may be reviewed in person at the city municipal building located at 15 S. College Ave. Oxford, OH 45056. An office employee may accompany the requester during inspection to ensure that the original records are not taken or altered.

Delivery of a public record: Records may be mailed at the requestor's expense or, if possible, delivered electronically for no fee.

Fees and Payment:

Public Records will be provided at the cost of making copies, not labor. The requester shall also pay the actual cost of delivery and other supplies used in the mailing, delivery, or transmission of the public record. Payment for public records requests must be made prior to the actual copying of the records.

Fees associated with copying, transcription, postage, and creation of electronic files are found in the recent Fee Ordinance located on our website:

<https://www.cityofoxford.org/government/feeordinances.php>

Denial or Redaction of Records:

Under certain circumstances, records are not defined as public records under Ohio law. In these situations, the public record request will be denied. The Ohio Revised Code requires that any denial be supported by legal authority. A denial that is responding to a written public records request will also be given in writing. Written reasons for denial will not be required for verbal public records requests. Any denial of public records requested must include an explanation, including legal authority.

If portions of a record are public and portions are exempt, the exempt portions are to be redacted, and the rest will be released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority, unless federal or state law authorizes or requires the redaction. The Ohio Revised Code regards certain actions as being denials of public record requests. These situations are handled as follows:

Redaction. The Ohio Revised Code defines a redaction as obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a 'record' in section 149.011 of the Revised Code.

Sometimes, a requester may request public records, but the Public Records Custodian cannot determine which public records are being sought. Requests that are ambiguous, overly broad, or difficult to identify the public records requested may require more information from the requestor. In such circumstances, the Public Records Custodian will inform the requester that the public records request is denied but will allow the requester to describe the public records sought more accurately.