



MINUTES OXFORD RECORDS COMMISSION

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

TUESDAY, MAY 7, 2024 AT 4:45 PM

Approval of Agenda

Members present: Douglas Elliott, City Manager; Heidi Ridenour, Finance Director; Jacqueline Johnson; Ben Mazer, Assistant Law Director; and Heather Barbour, Secretary. Brad Spurlock was excused.

Staff Member present: Jessica Greene, Assistant City Manager

Mr. Elliott called the meeting to order at 4:45 p.m.

Motion – To Approve the Agenda.

(Voice Vote) 1st Ms. Ridenour 2nd Mr. Mazer

AYE # 3

NAY # 0

ABS # 0

Approval of Minutes

Motion – To Approve the minutes of the February 6, 2024, meeting.

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

AYE # 4

NAY # 0

ABS # 0

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

Old Business

RC-2 Records Retention Schedule

1. Service Department RC-2 Updates

Motion – To Adopt the RC-2 updates for the Service Division.

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

AYE # 4

NAY # 0

ABS # 0

Ms. Barbour shared that after reviewing the newly adopted City-wide RC-2 Records Retention Schedule, the Service Division found a few items that needed to be updated.

New Business

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

Motion – To Adopt the Amended Public Records Request Policy.

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

AYE # 4

NAY # 0

ABS # 0

Ms. Greene presented the proposed policy and gave a brief summary of the process. Ms. Greene mentioned in a recent CIC audit that a public records request policy was recommended. Mr. Elliott mentioned adding the word "request" to the policy title. Everyone agreed on this amendment.

Adjournment

Motion – To Adjourn at 4:51 p.m.

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

AYE # 4

NAY # 0

ABS # 0