



MINUTES OXFORD RECORDS COMMISSION

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

TUESDAY, JANUARY 21, 2025 AT 4:30 PM

Approval of Agenda

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

Mr. Elliott called the meeting to order at 4:30 p.m.

Motion – To Approve the Agenda.

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

AYE # 3

NAY # 0

ABS # 0

Approval of Minutes

Motion – To Approve the minutes of the May 7, 2024, meeting.

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

AYE # 3

NAY # 0

ABS # 0

1. Minutes from the May 7, 2024, meeting.

One-Time Disposal of Obsolete Records RC1

Motion – To Approve the Service RC1 Form.

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

AYE # 3

NAY # 0

ABS # 0

1. Service Department

Certificate of Records Disposal RC-3

1. City Manager

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Ridenour 2nd Ms. Johnson
AYE # 3
NAY # 0
ABS # 0

2. Clerk of Council

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Ridenour
AYE # 3
NAY # 0
ABS # 0

3. Community Development

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Ridenour 2nd Ms. Johnson
AYE # 3
NAY # 0
ABS # 0

4. Finance

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Ridenour
AYE # 3
NAY # 0
ABS # 0

5. Human Resources

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Ridenour
AYE # 3
NAY # 0
ABS # 0

6. Parks and Recreation

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Ridenour

AYE # 3
NAY # 0
ABS # 0

7. Police Division

Motion – To Approve the disposal of the RC3 Form.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Ridenour
AYE # 3
NAY # 0
ABS # 0

Adjournment

Motion – To Adjourn at 4:38 p.m.
(Voice Vote) 1st Ms. Johnson 2nd Ms. Ridenour
AYE # 3
NAY # 0
ABS # 0