



MUNICIPAL RECORDS COMMISSION AGENDA:

October 21, 2025

Municipal Building 15 South College Ave. Oxford, Ohio 45056 Second Floor Conference Room
4:45 PM

Approval of Agenda

Approval of Minutes

1. Minutes from the January 21, 2025, Municipal Records Commission Meeting.

Certificate of Records Disposal RC-3

1. Service Department
2. Police Division
3. Parks and Recreation Department

Adjournment



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



Ohio History Connection
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

For State Archives – LGRP Use Only

Date Received Stamp:

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

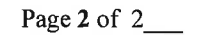
City of Oxford	Service Department	Michael B. Dreisbach	513-524-5271
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
15 South College Ave.	Oxford	45056	Butler NA
(Address)	(City)	(Zip Code)	(County) (Date Submitted to LGRP)

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 the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Service Director	513-524-5271
(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.*



City of Oxford

Service Department

(Unit/Department)

SAO/LGRP-RC3 (Part 1 & 2), Revised May 2024



Ohio History Connection
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

For State Archives – LGRP Use Only

Date Received Stamp:

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 Division of Police

John A. Jones

513-524-5252

(Local Government Entity)

(Unit/Department)

(Contact Person)

(Telephone Number)

101 E. High St.

Oxford

45056

Butler

(Address)

(City)

(Zip Code)

(County)

(Date Submitted 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 the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.


(Signature of Responsible Official)

Chief of Police

513-524-5252

(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

(Local Government Name)

(Unit/Department)

(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		
Auction	PD-06	5/9/24	All media		Through 2022			
Field Training Reports- Ashlee Conrad	PD-18	5/9/24			April – May 2017			
Field Training Reports- Elana Jones	PD-18	5/9/24	Paper		April – May 2022			
Junk Motor Vehicles	PD-27	5/9/24	Paper		Through 2021			
LEADS Newsletters	PD-29	5/9/24	Paper		Through 2019			
LEADS Monthly Validation Papers	PD-31	5/9/24	Paper		Through 2020, 2022-2023			
Property Room	PD-45	5/9/24	Paper		Through 2021			



Ohio History Connection
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

For State Archives – LGRP Use Only

Date Received Stamp:

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

(Local Government Entity)

(Unit/Department)

(Contact Person)

(Telephone Number)

6025 Fairfield Road

Oxford

45056

Butler

(Address)

(City)

(Zip Code)

(County)

(Date Submitted 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 the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Deanna Barbour

Office Manager

513-523-6314

(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

(Local Government Name)

(Unit/Department)

(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		
Bank Deposit Record	OPRD – 04		Paper	None	2023 - 2024			
Scholarships	OPRD – 15		Paper	None	2022 - 2023			
Preschool	OPRD – 13		Paper	None	2017 - 2020			