



MINUTES OXFORD RECORDS COMMISSION

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

TUESDAY, MAY 2, 2023 AT 5:00 PM

Approval of Agenda

Members present: Doug Elliott, City Manager; Heidi Hill, Acting Finance Director; Chris Conard, Law Director; Heather Barbour, Secretary; and Brad Spurlock, Ex-Officio.

Staff present: Jessica Greene, Assistant City Manager; Amy Gabbard, Office Manager for the Police Division; and LeAnn Hendricks, Administrative Assistant for the Service Department.

Motion – To Approve the Agenda.

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

AYE # 3

NAY # 0

ABS # 0

Approval of Minutes

Motion – To Approve minutes from the December 20, 2022, meeting.

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

AYE # 3

NAY # 0

ABS # 0

1. Minutes from the December 20, 2022, Meeting

Old Business

None.

New Business

1. Approval of One-Time Obsolete Records (RC-1)
 1. Service

Motion – To Approve the Service Department RC-1 form.

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

AYE # 3

NAY # 0

ABS # 0

Mr. Elliott and the Commission briefly reviewed the requests, and the Commission had no concerns with the items slated for disposal.

2. Approval – Amended Records Retention Schedule. (RC-2)

1. Amended Records Retention Policy (Jessica Greene, Assistant City Manager)

Motion – To Approve clerical changes to the Draft Amended Records Retention Schedule (RC-2).

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

AYE # 3

NAY # 0

ABS # 0

Mr. Elliott and the Commission reviewed the City-wide Draft Records Retention Policy. Mr. Conard wished to add more definitions in the introduction and mentioned tabling until August 1, 2023.

Motion – To Table the Draft Amended Records Retention Policy.

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

AYE # 3

NAY # 0

ABS # 0

3. Approval – Certificate of Records Disposal (RC-3)

1. Clerk of Council

2. Police Division

3. Finance

Mr. Elliott and the Commission briefly reviewed the requests, and the Commission had no concerns with the items slated for disposal.

Motion – To Approve the Clerk of Council's RC-3 form.

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

AYE # 3

NAY # 0

ABS # 0

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

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

AYE # 3
NAY # 0
ABS # 0

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

Adjournment

Next Meeting: August 1, 2023. Mr. Elliott and the Commission discussed meeting quarterly while going through a major cleanup project and migrating to Office 365.

Motion – To Adjournment at 6:01 p.m.
(Voice Vote) 1st Ms. Hill 2nd Mr. Conard
AYE # 3
NAY # 0
ABS # 0