

**RECORDS COMMISSION MEETING AGENDA
APRIL 27, 2017 at 10:30 a.m.**

ROLL CALL

Justin Harris, Hank Solowiej, Dan Poggiali,
Eric Wobser & Kelly Kresser

APPROVAL OF MINUTES October 7, 2016

CURRENT BUSINESS

1) Approval – new RC-2, Records Retention Schedule
Commission Clerk’s Office

2) Approval - RC-3, Certificate of Records Disposal

Public Works Department
Sewer Division
Water Division
Commission Clerk’s Office

OLD BUSINESS

NEW BUSINESS

NEXT MEETING

October 26 at 1:30 p.m.

ADJOURN

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
FRIDAY, OCTOBER 7, 2016**

The Chairman called the meeting to order and the following responded to the **Roll Call**: Eric Wobser - Chairman, Justin Harris, Dan Poggiali & Kelly Kresser. Trevor Hayberger was also in attendance.

MEMBERS EXCUSED: Hank Solowiej

APPROVAL OF MINUTES

Upon motion of Justin Harris and second of Eric Wobser, the members voted to approve the minutes of the April 7, 2016, Records Commission meeting. The Chairman declared the motion passed.

CURRENT BUSINESS

Upon motion of Justin Harris and second of Eric Wobser, the members voted for Trevor Hayberger to be the alternate designee on the Records Commission (in Justin Harris' absence). The Chairman declared the motion passed.

Upon motion of Kelly Kresser and second of Eric Wobser, the members voted to approved the RC-3 Records Destruction Schedules for the Police, Finance and Public Works Departments.

Discussion: Trevor Hayberger suggested comparing these schedules with the RC-2/Records Retention Schedules on file with each of the respective departments and Kelly Kresser said she would perform this review prior to submitting them to the Ohio Historical Society.

The Chairman declared the motion passed.

OLD BUSINESS

Kelly Kresser said the RC-3 Records Destruction schedules which were approved at the April meeting have also approved by the Ohio History Connection for destruction, but have not yet been taken for disposal. These will be disposed of at the same time as those approved at today's meeting.

NEW BUSINESS

The 2017 Records Commission meetings were scheduled for April 27 and October 26 at 1:30 p.m.

ADJOURNMENT

Upon motion of Kelly Kresser and second of Eric Wobser, the members voted to adjourn at 1:45 p.m.

APPROVED:

ATTEST:

Eric Wobser/Chairperson

Kelly Kresser, Clerk/Member



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Sandusky City Commission Office

(Local Government Entity)

(Unit)

4.17.17

Kelly L. Kresser

Commission Clerk

(Signature of Responsible Official)
(Date)

(Name)

(Title)

Section B: Records Commission

Records Commission

419.627.5852

222 Meigs Street

Sandusky

(Telephone Number)
44870

Erie

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

kkresser@ci.sandusky.oh.us

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Sandusky

City Commission Office

(Local Government Entity)

(Unit)

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

(1) Schedule <u>Number</u>	(2) <u>Record Title and Description</u>	(3) Retention <u>Period</u>	(4) <u>Media Type</u>	(5) For use by Auditor of State or <u>LGRP</u>	(6) RC-3 Required by <u>LGRP</u>
2017-001	Ohio Public Records Compliance Files	25 Yrs. After revised, superseded or discontinued and no longer of an administrative or legal value	Paper & electronic		<input type="checkbox"/>
2017-002	Executive Correspondence – correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters	2 Yrs. And no long of administrative or legal value	Paper or electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Sandusky

City Commission Office

(Local Government Entity)

(Unit)

2017-003	General Correspondence – This includes both internal and external correspondence; also, correspondence from various individuals, companies and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy)	1 year and no longer of an administrative value	Paper or electronic		<input type="checkbox"/>
2017-004	Routine Correspondence – This includes referral letters, requests for routine information or publications provided to the public by agencies which are answered by standard form letters	6 Months and no longer of an administrative value	Paper or electronic		<input type="checkbox"/>
2017-005	Transient Documents – This includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no longer of an administrative value, then destroy (RC-3 not required)	Paper or electronic		<input type="checkbox"/>
2017-006	Unsolicited Correspondence	Retain until no longer of an administrative value then destroy (RC-3 not required)	Paper or electronic		<input type="checkbox"/>
2017-007	Copies (reading, informational & reference)	Retain until no longer of an administrative value then destroy (RC-3 not required)	Paper or electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Sandusky

City Commission Office

(Local Government Entity)

(Unit)

2017-008	Drafts & informal notes (Daily planner, calendars & Service Requests/notes)	Retain until no longer of an administrative value then destroy (RC-3 not required)	Paper or electronic		<input type="checkbox"/>
2017-009	Bulletins, posters & notices	Retain until no longer of an administrative value, then destroy (RC-3 not required)	Paper or electronic		<input type="checkbox"/>
2017-010	Agency awards, newspaper articles, photographs	Permanent; appraise for historical value	Paper		<input type="checkbox"/>
2017-011	Professional magazines & publications	Retain until no longer of an administrative value, then destroy (RC-3 not required)	Paper		<input type="checkbox"/>
2017-012	General administrative files	Until no longer of administrative value	Paper or electronic		<input type="checkbox"/>
2017-013	Press Releases or Public Hearing Notices	2 Years	Electronic		<input type="checkbox"/>
2017-014	Annual Department Budget (copy)	2 Years, provided audited	Electronic		<input type="checkbox"/>
2017-015	Administrative & Financial reports	Until no longer of an administrative or fiscal value, then destroy (RC-3 not required)	Electronic		<input type="checkbox"/>
2017-016	Purchase Requisitions	2 Years, provided audited	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Sandusky

City Commission Office

(Local Government Entity)

(Unit)

2017-017	City Commission Surety Bonds for Commissioners	10 Years after separation	Paper		<input type="checkbox"/>
2017-018	Indexes for Commission agendas and legislation	Permanent	Paper and electronic		<input type="checkbox"/>
2017-019	Commission Agendas	10 Years	Paper and electronic		<input type="checkbox"/>
2017-020	Commission Minutes – approved & fully executed	Permanent	Paper and electronic		<input type="checkbox"/>
2017-021	City Commission meetings - electronic recordings	2 Months after approval of Minutes	Electronic		<input type="checkbox"/>
2017-022	City Commission Journals, Ordinances & Resolutions	Permanent	Paper		<input type="checkbox"/>
2017-023	City Commission Codified Ordinances	Permanent	Paper		<input type="checkbox"/>
2017-024	Proclamations	3 Years, Appraise for historical Value	Paper and electronic		<input type="checkbox"/>
2017-025	City Charter, as amended	Permanent	Paper		<input type="checkbox"/>
2017-026	Charter Review Information	Permanent	Paper		<input type="checkbox"/>
2017-027	Original Resolutions	1 Year and entered into Journal	Paper		<input type="checkbox"/>
2017-028	Original Ordinances	1 Year and entered into Journal	Paper		<input type="checkbox"/>
2017-029	Real estate & property files – deeds, leases, vacations (alleys and rights-of-way), easements, encroachments, dedications, abandonments, waivers, leases, covenants	Permanent	Paper		<input type="checkbox"/>
2017-030	Agreements, service contracts, contracts, leases	10 years after expiration	Paper		<input type="checkbox"/>
2017-031	Affidavits, legal advertisements	5 years	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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City of Sandusky

City Commission Office

(Local Government Entity)

(Unit)

2017-032	Legislative bulletins from Ohio Municipal League	Until no longer of an administrative value, then destroy (RC-3 not required)	Electronic		<input type="checkbox"/>
2017-033	City Commission – elected and appointed commissioner files	Permanent	Electronic		<input type="checkbox"/>
2017-034	City Commission Policies/Rules of Order	2 Years after revised, superseded or discontinued and no longer of an administrative or legal value (No RC-3 required)	Electronic		



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only

Date Received:

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 Sandusky	Department of Public Works	Aaron M. Klein	419-627-5829	222 Meigs St & 1024 Cement Ave	
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)	
222 Meigs St	Sandusky	44870	Erie		
(address)	(city)	(zip code)	(county)	(date mailed 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 a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

_____	_____	_____
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: mstookey@ci.sndusky.oh.us

*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

(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		
Project Files (Box 1)	00-00041	4-7-2016	Paper		1970 - 1971			
State & Federal Grants Not Awarded (Box 1)	00-00033		Paper		1997			
Project Files (Box 1)	00-00041		Paper		1991, 1993, 1996 & 1972			
Statement of Qualifications (Box 1)	00-00067		Paper		2005			
State & Federal Grants Awarded (Box 1)	00-00034		Paper		1995, 1997 & 1998			
Policies, Procedures, Rules & Regulations (Box 2)	00-00001		Paper		1948 - 1957			
Annual Department Budget (Box 2)	00-00017		Paper		2007			
Annual Department Budget Preparation Files (Box 2)	00-00018		Paper		2007			
Request for Proposals (Box 2)	00-00062		Paper		1994 - 1995			
Financial Statements (Box 3)	00-00031		Paper		2004 - 2014			
Bids Not Awarded (Box 4)	00-00059		Paper		2014			
Executive Correspondence (Box 5)	00-00003		Paper		1988 - 2007			



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Executive Correspondence (Box 6)	00-00003		Paper		1976 - 2009			
Ohio Public Records Compliance (Box 7)	00-00002		Paper		1985			
State & Federal Grant Application Never Awarded (Box 7)	00-00033		Paper		1999			
State & Federal Grant Application Awarded (Box 7)	00-00034		Paper		1984			
Executive Correspondence (Box 7)	00-00003		Paper		1988, 1997 – 1999 & 2003			
PO Requisitions (Box 7)	00-00031		Paper		2003 - 2007			
Request for Proposals (Box 7)	00-00062		Paper		2009			
Research Files, Eng Studies & Internal Reports (Box 8)	00-00040		Paper		1996			
Unsuccessful Bids (Box 8)	00-00059		Paper		1996			
Receipt Books & Receipts (Box 8)	00-00032		Paper		1985			
Day Books (Box 9)	00-00048		Paper		1960 1970			
Research Files (Box 9)	00-00040		Paper		1960 - 1970			
Day Books (Box 10)	00-00048		Paper		1960 1970			
Research Files (Box 10)	00-00040		Paper		1960 - 1970			



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	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Day Books (Box 11)	00-00048		Paper		1960	1970		
Research Files (Box 11)	00-00040		Paper		1960 -	1970		
Day Books (Box 12)	00-00048		Paper		1960	1970		
Research Files (Box 12)	00-00040		Paper		1960 -	1970		
Day Books (Box 13)	00-00048		Paper		1960	1970		
Research Files (Box 13)	00-00040		Paper		1960 -	1970		
2008 Water Purchase Orders (Box 14)	00-00031		Paper		2008			
2008 – 2010 General Correspondence Water (Box 14)	00-00004		Paper		2008 –	2010		
Policies, Procedures, Rules & Reg (Box 14)	00-00001		Paper		1977			
1953 – 1995 General Correspondence	00-00004		Paper		1953, 1957, 1968, 1973, 1976, 1991, 1994			



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City of Sandusky	Sewer	Aaron M. Klein	419-627-5829	222 Meigs St
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
222 Meigs St	Sandusky	44870	Erie	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

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 (signature of responsible official) (title) (telephone number)

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(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		
2009 Sewer General Correspondence (Box 1)	00-00004	12/20/2000	Paper	None	2009			
2005 Sewer Maintenance Purchase Orders (Box 2)	00-00031	12/20/2000	Paper	None	2005			
2006 Sewer Plant Purchase Orders (Box 3)	00-00031	12/20/2000	Paper	None	2006			
2007 Sewer Maintenance Purchase Orders (Box 4)	00-00031	12/20/2000	Paper	None	2007			
2007 Sewer General Correspondence (Box 5)	00-00004	12/20/2000	Paper	None	2007			
2006 Sewer Maintenance Service Calls (Box 6)	00-00038	12/20/2000	Paper	None	2006			
2007 Sewer Plant Purchase Orders (Box 7)	00-00031	12/20/2000	Paper	None	2007			
2004 Sewer Maintenance Service Calls (Box 8)	00-00038	12/20/2000	Paper	None	2004			
2004 Sewer Maintenance Purchase Orders (Box 8)	00-00031	12/20/2000	Paper	None	2004			



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	Schedule Number	Date the RC- 2 was approved by the Records Commission			From	To		
2004 Sewer Maintenance & Plant Purchase Orders (Box 9)	00-00031	12/20/2000	Paper	None	2004			
2006 Septic Waste Manifest (Box 10)	00-00050	12/20/2000	Paper	None	2006			
2007 Septic Waste Manifest (Box 11)	00-00050	12/20/2000	Paper	None	2007			

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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City of Sandusky	City Commission Clerk's Office	Kelly Kresser	419.627.5850	Commission Office
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
222 Meigs Street	Sandusky	44870	Erie	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	Commission Clerk	419.627.5850
(Signature of Responsible Official)	(Title)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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City of Sandusky

City Commission Clerk’s Office

(Political Subdivision Name)

(Unit)

(1) <u>Records Series Title</u>	(2) <u>Authorization for Disposal</u>		(3) <u>Media Type To be destroyed</u>	(4) <u>Media Type To be retained (if any)</u>	(5) <u>Inclusive Dates of Records</u>		(6) <u>Proposed date of destruction</u> (15 business days from receipt by LGRP)	(7) <u>For LGRP use</u>
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Purchase Requisitions (previously #00-00031/Purchase Order Files)	2017-016	8.24.00	Electronic	None	2012 – 2013		June, 2017	
Press Releases or Public Hearing Notices (previously #00-00040)	2017-013	8.24.00	Electronic	None	2009 - 2011		June, 2017	
Annual Department Budget/copy (previously #00-00018)	2017-014	8.24.00	Electronic	None	2013 - 2014		June, 2017	
City Commission meetings – electronic recordings & written notes (previously #00-00045)	2017-021	8.24.00	Paper & Electronic	None (Minutes are permanent record)	2009 – 2016		June, 2017	



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City of Sandusky

City Commission Clerk’s Office

(Political Subdivision Name)

(Unit)

Proclamations (previously 00-00050)	2017-024	8.24.00	Electronic	None	2002 - 2013	June, 2017	
Original Resolutions (previously #00-00053)	2017-027	8.24.00	Paper	Journal Book copy is permanent record	2012 - 2013	June, 2017	
Original Ordinances (previously #00-00054)	2017-028	8.24.00	Paper	Journal Book copy is permanent record	2012 – 2013	June, 2017	
Affidavits, legal advertisements (previously #00-00058)	2017-031	8.24.00	Paper	None	2009 – 2011	June, 2017	
City Commission Agendas (previously #00-00043)	2017-019	8.24.00	Paper	None	2004 – 2006	June, 2017	