

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
THURSDAY, JUNE 25, 2020**

**Kelly Kresser called the meeting to order at 9 a.m. with the following members in attendance: Trevor Hayberger, Michelle Reeder, Stephen Sturgill, John Orzech (City Manager designee) and Kelly Kresser.**

**All were in attendance via teleconference due to the COVID-19 pandemic, and the meeting was live-streamed on YouTube.**

**APPROVAL OF MINUTES**

**Upon motion of Trevor Hayberger and second of Steve Sturgill, the members voted to approve the minutes of the November 13, 2019, Records Commission meeting. Kelly Kresser declared the motion passed.**

**CURRENT BUSINESS**

**Upon motion of Steve Sturgill and second of Michelle Reeder, the members voted to approved the RC-2 Schedule of Records Retention for the Police Department.**

*Discussion:* John Orzech said all investigative case files must be kept for 6 – 20 years although historically we have kept them all for 20 years. Ninety percent are felony cases with their own case file(s), but there are also electronic records including tapes, DVD's, etc. based on new technology. This schedule has been revised so when it is time to dispose of the files, they are complete and noted homicide files are kept permanently. There are also three series of records added and the first is for processing Affidavits for junk motor vehicles (20-001) as required by state statute. Local towing companies tow vehicles as requested by the Police Department and if the owner does not pick them up, the storage fees add up and many times they are left unclaimed. The SPD then prepares Affidavits for their ultimate disposition. Additionally, the media type has been changed for the in-car audio and video records (20-002) because of new technology. A new record category was also added for false alarm billing (20-003) which has been done for a number of years to remain compliant with public records.

**Kelly Kresser declared the motion passed.**

**Upon motion of Steve Sturgill and second of Michelle Reeder, the members voted to approve the RC-3 Certificate of Records Disposal forms for the Police Department.**

*Discussion:* Kelly Kresser said these records are all on the Police Department's retention schedule and have met the criteria for disposal. John Orzech said this is to keep up with disposals and remove documents from their system according to the approved retention schedule. Kelly Kresser said if approved, this RC-3 will be forwarded to the Ohio History organization to review and make recommendations, if necessary. We will proceed with disposal of the records after the required 15-day period and make sure the new schedule is on file.

There being no further discussion, Kelly Kresser declared the motion passed.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Trevor Hayberger said this is Kelly Kresser's last Records Commission meeting and thanked her for the service she has provided to the members of the Records Commission as well as all of the others she helps with.

The next Records Commission meeting has been scheduled for November 12, 2020 at 9 a.m.

**ADJOURNMENT**

Upon motion of Steve Sturgill and second of Trevor Hayberger, the members voted to adjourn at 9:10 a.m.

**APPROVED:**

**ATTEST:**



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**John Orzech/City Manager's Designee**



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**McKenzie Spriggs, Commission Clerk**