



**RECORDS BOARD REGULAR MEETING
TUESDAY, MARCH 25, 2025 @ 11 AM
MGC, COMMISSION CHAMBERS, 2ND FLOOR
201 WEST WATER STREET, PIQUA, OHIO 45356**

The City of Piqua Records Board met at 11 a.m. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street on the 2nd floor.

CALL TO ORDER

Chairperson Amy Welker called the meeting to order at 11:03 a.m.

ROLL CALL

Board Members Present: Amy Welker, Jerry O'Brien, Jessica Stiltner, and Jim Oda

Secretary Present: Melissa Kinney

REVIEW OF RC-2 FORMS

Amy handed out a packet consisting of twenty revised RC-2 forms in draft form. She explained that each department and division has been auditing and reviewing their previously approved RC-2 forms, as many of these forms are several years old with outdated information. She said that the first thirty items listed on every RC-2 form are standard items that apply to most, if not all, departments. These items have standard retention periods, and only a few minor modifications were made with input from the Law Director and the Chairperson.

Jim asked if there were any major changes to any of the RC-2 forms presented in the packet. Amy responded that there were not major modifications, as consistent time frames were maintained. Other minor changes included the addition of new records that were not existent previously, updating the media type from Paper to Multi to reflect digital records, and making the forms more consistent by using the same language amongst the departments. Amy added that these revised RC-2 forms will make it more understandable to the public by housing records with the custodian of said records. This will be helpful for Public Record requests as well in the future.

Jim asked if there was a central depository for city records. Amy said that there is not a central depository; records are maintained by each department or division based on who is the custodian of those records. She added that the city ensures that data from any old systems is transferred into new systems when applicable.

BOARD MEMBER COMMENTS

Jerry commented that the Record Retention policy is always part of the city's financial audit. The auditors ensure that the city is following the Public Records laws, and they review the Public Records requests received.

A motion was made by Jessica for the Records Board to recommend approval of the twenty RC-2 forms as submitted, which will then be forwarded to the Ohio History Connection for review. Then the Auditor of the State will have 60 days to review and sign off on these forms. Jim seconded the motion, and all were in favor. The motion passed unanimously.

ADJOURNMENT

Jessica moved for the adjournment of the meeting; motion was seconded by Jim. Motion carried unanimously. The Records Board Meeting adjourned at 11:23 a.m.