



**REGULAR RECORDS BOARD MEETING
TUESDAY, MARCH 19, 2024 @ 11 AM
MGC ADMINISTRATIVE CONFERENCE ROOM, 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 Administrative Conference Room located at 201 W. Water Street on the 2nd floor.

Roll Call as follows: Board Members Present: Amy Welker, Jerry O'Brien, Frank Patrizio, and Jim Oda.

CALL TO ORDER

Chairperson Amy Welker called the meeting to order at 11:00 am.

INTRODUCTIONS

Amy introduced herself as the new Chairperson recently designated by the City Manager, Jerry as the Finance Director, Frank as the Law Director, and Jim as the citizen representative. She also made a motion to appoint her Administrative Assistant Melissa Kinney as Secretary for the board. Jerry seconded the motion, and all members voted to approve this motion. Amy informed the board that they are required to meet at a minimum of once every six months and confirmed that March and September are good months to do so. Melissa will send out Calendar Invites ahead of all meetings.

CHARTER REVIEW

Amy handed out a copy of Section 32.050 of the Piqua City Charter regarding the Records Commission. She reviewed the language in the charter with the board, noting that the Ohio Historical Society is now named the Ohio History Connection, but that the process for record retention remains the same. Amy said that changes to the city's Retention Schedule and applications for one-time destruction of records would first need to be approved by this board. Then the proposed changes would be sent to the State for final approval, which can take up to 60 days. She also explained that an RC-3 form is submitted to the Ohio History Connection for approval anytime the city is requesting disposal of records and that there is a 15 business-day waiting period for those requests.

Amy said that she would like to go over the city's Record Retention Policy and Procedures with the Department Heads at the next Leadership Team Meeting. She then anticipates holding internal training later with applicable staff. Due to the reorganization of several departments in the past few years along with the addition of new employees, the city needs to ensure that all of the department RC-2 forms are correct and current and that they encompass everything necessary.

Amy announced that a new software system will be implemented soon that will help immensely with the fulfillment of public records requests. This new system will be a tracking mechanism, featuring automated redactions and providing the code section and reason for said redactions. Frank commented that this will be very valuable, as the current process for fulfilling public records requests is very cumbersome.

BOARD MEMBER COMMENTS

Jerry would like to combine all the departments' retention schedules into one official Retention Schedule document. Frank would like to get the policies of each city department gathered for this board to review. Jim asked where physical records were stored, to which Amy responded that each department has a designated facility for storage.

ADJOURNMENT

Jerry moved for adjournment of the meeting; motion was seconded by Jim. Motion carried unanimously. The Records Board Meeting adjourned at 11:25 am.