

**VILLAGE OF OAKWOOD
RECORDS COMMISSION MEETING MINUTES
2024-8-27**

ATTENDANCE

Erica Nikolic, President
James Climer, Law Director
Tanya Joseph, Clerk of Council

ABSENT

Johnnie Warren, President Pro-Tem	Gary V Gottschalk, Mayor
Eloise Hardin, Ward 2	Tom Haba, Service Director
Paggie Matlock, Ward 3	Daniel Marinucci, Chief Bldg. Official
Mary Davis, Ward 4	Dave Tapp, Fire Department
Taunya Scruggs, Ward 1	Brian Thompson, Finance Director
Candace Williams, Ward 5	Carlean Perez – Recreation Director
Matt Jones, Village Engineer	Ross Cirincione, Prosecutor
Mark Garratt, Police Department	

*Arrived after roll call

All attendees are members of the Records Commission

Meeting opened at 5:04pm by Joseph
Roll Call taken

Joseph: We are calling the August 27th Records Commission meeting to order. It is now 5:04, and we're just going to go straight into roll call. Next agenda item is to discuss items that are for review to be destroyed. I sent out disclosure request forms to all of the department heads. And it appears that only the police department and the clerk of council has records that need to be reviewed for destruction. So, in front of you, I have the RC-3 forms, which is the certificate of records disposal form that lists out what they intend to destroy, the type of media it is, and the years that it's going to range from. In addition to that, I have the RC-2 forms in front of you. And that form basically tells you what kind of records a department should have kept and when they are allowed to dispose of those records. So, if you want to take some time and review that and compare it to the listings. From my review based on the RC-2 forms, the police department and the council clerk, records can be disposed of. So, I will let you guys review and then we can have a motion to approve. **Nikolic:** I have a question, so I understand the difference. So, we have two forms RC-3 and RC-2 is a record of what is to be disposed, correct? **Joseph:** Correct. **Nikolic:** Okay. Now first looking at the police department document. It's one page, and column five says inclusive dates of records. So, does this indicate the date time frame that the records are supposed to be kept? **Joseph:** That's the time frame from when the records started, and like, when anything with it ended if that makes sense. Like the duration of that record. So that accident report stemming from January of 2019, and it was over with, I guess, by December 2019, so that times has passed. **Nikolic:** Okay. What are the specifications of how long accident reports are supposed to be kept? **Joseph:** That's what the RC-2 form is. **Nikolic:** Okay. **Joseph:** You look at that RC two form. **Nikolic:** Is that one of these? **Joseph:** Yeah. So, if you go to this, second page, this page right here it'll tell you which department it's from. **Nikolic:** Okay, I see there are **Climer:** I think there are 4 accident reports about the fifth page. **Nikolic:** Okay. I just I just have to get acclimated with these documents because I've never seen them before. I don't know how the information is kept, so. **Joseph:** You're fine. **Nikolic:** I am looking okay, so I see RC 2 **Joseph:** So, if you go down to column four, accident, arrest, complaints, and tickets that should be the one, two, three the third page on the left-hand side. **Nikolic:** Okay. **Joseph:** The first part is paper electronics three years. This is how long it's kept; it can be Microsoft Word, Excel, PDFs, photos, or video files. So, this was from since 2019. This accident report. It is now 2024. So, three years have passed, so they are eligible to have those

records destroyed **Nikolic:** Okay, let me have do you have a pen? **Joseph:** yeah, but that's it doesn't work. **Nikolic:** okay and all right so tow slips? Do does this does RC-3 tell us where these documents can be found and found in RC-2? **Joseph:** No. You have to just go thru and figure it out yourself. **Nikolic:** Figure it out yourself. Okay. So, do you know where tow slips might be? Or what they are? Tow slips. Oh, records of towing. probably. **Joseph:** So, it'll be right above in section three where you were for the accident report so that last column where it says vehicle intake disposition records to include tow slips, impound, release information, photos, auction information, junk and vehicle information. Paper, electronics that three years after the sell or other depositions. That ended well one in 2017, 2018 and 2019. So those satisfied the three years as well. **Nikolic:** Okay, can we just keep down the line? **Joseph:** Yeah you just. **Nikolic:** Records requests. Ok general and administrative records. Do you? Do you know who the requests are from? Records requested is it from? Are these, like, **Joseph:** people who **Nikolic:** freedom of information **Joseph:** police department. **Nikolic:** So, like, general, anybody can request it. So that would be, I guess, administrative. Yeah, it wouldn't be investigations. **Joseph:** I guess it would probably be under, incident records or reports. So perhaps the under general and administrative, that first page, that last box where it says surveys, questionnaires, information, inquiries, or responses. **Joseph:** yeah that would make sense. **Nikolic:** Okay, so that would be one year that's one year. And these other 2 are three years, right? **Joseph:** Right. **Nikolic:** Gas receipts. **Climer:** I think it's on the second page one year. **Nikolic:** Oh, I got it. Okay. Okay. Daily shift assignments. **Joseph:** then I will fill in on the first page. **Nikolic:** The first box? **Joseph:** Yeah, like write them in. Either monthly or weekly. We go in either one of those or daily there it goes. Daily activity reports or logs and worksheets that's two years. Violence reports cases. **Nikolic:** So, are we to assume this is activity of the public or the police, or is this is everyone? **Joseph:** of the police department **Nikolic:** No. I mean, in terms of activity or **Joseph:** what kind of activities **Nikolic:** if it's incidents versus the. **Joseph:** well, it's daily shift assignments, **Nikolic:** right. **Joseph:** So, it would be for the officers. **Nikolic:** But I mean, these categories, they don't necessarily specify. Right? Or should we use it because it says annual activity reports, logs, worksheets produce from daily, weekly, monthly reporting. Right? So, is that shift assignments? Would that be a report? That's more of a detailing of their that's more like administrative stuff. I'm not sure if these are reports that they're taking out in the field versus, **Joseph:** Right. **Nikolic:** you know, basic checking in time clock type, you know, HR type documents. **Joseph:** I think assignments would fall under that activity report that daily activity report because you would just be reporting whatever your assignments was for that day. And then even if you look at the first box and annual activity reports, logs and worksheets logs produced from daily, weekly, monthly reporting, it falls somewhere in that section. **Nikolic:** Okay. So, look at the second page where it says personnel, assignment, rosters and or schedules daily weekly or monthly, the second page towards the bottom. **Joseph:** updates and records? **Nikolic:** Right? Do you see that? Law director **Climer:** I'm sorry. Okay. **Nikolic:** Personnel assignment. Rosters and or schedules, daily, weekly, or monthly. **Climer:** yeah, I think that that would include shift assignments. **Nikolic:** I think that would include daily shift assignments as it's referring specifically to personnel. **Joseph:** So that's three years. **Nikolic:** Okay. **Joseph:** So still satisfies. And domestic violence reports. Is it specified here? Do you know? **Climer:** That's what I was looking for. **Nikolic:** I see the section on arrests, complaints, accidents. Would it be incident reports not covered or investigations? Child abuse, homicide rate? **Climer:** We don't think it's in there. I think it would be crime or criminal reports, felonies, and misdemeanors. **Joseph:** That's what I was thinking. **Climer:** Which would be six and two years. **Joseph:** Six provided no action, no actions pending. for felonies and misdemeanors **Nikolic:** So, this number is schedule number. Does that indicate whether it's a felony or what level of schedule number. What does that mean? **Joseph:** No. But actually, I think if we look at this is kind of telling. Those sections of, you know, a lot of traction, **Nikolic:** right? That's what I was asking. So, this one? I don't even see. **Joseph:** it's specified by DV. I would just assume (inaudible) **Nikolic:** Director **Climer:** what do you think? **Climer:** I have some thoughts on various things. Should we finish going through? **Nikolic:** then double back? **Nikolic:** Okay. Vehicle impound sheets. **Climer:** I think that would be...**Joseph:** so that's the

bottom of three property and evidence? **Climer:** Yeah, three years **Joseph:** and vehicle intake and disposition record? **Nikolic:** Right. **Joseph:** three years **Climer:** I think crime reports again would probably be criminal reports, felonies and misdemeanors which are just six and two years. **Nikolic:** So, both of these would fall within that, right? **Climer:** Correct. **Nikolic:** Regardless of felony or misdemeanor crime. **Climer:** Correct. **Nikolic:** Okay. **Climer:** Can I give some observations? **Joseph:** Yes. **Climer:** So, I think accident reports January to December 21 are not necessarily yet eligible for disposal. **Joseph:** You said accident report January? **Climer:** January to December 21. **Joseph:** Okay. **Climer:** Because some of them would still be less than three years. I would request that records requests, all three of those be held for the moment, because I had a request from the auditors that may entail some of those. **Joseph:** Okay. **Climer:** The daily shift assignments. January to December of 21 I think or not yet necessarily expired, and domestic violence reports all three of those are not yet necessarily expired. **Nikolic:** Based on whether or not they're criminal felonies are misdemeanors 6 or 2 years? **Climer:** Yes. **Joseph:** So, any further investigation? **Climer:** We need to know if they're talking felony or misdemeanor or both. **Nikolic:** okay, so right, so in the future, I guess we do need more detail. Is this the? this is a standard form, though right? Okay. So I guess it would help unless the schedule number. This isn't telling us where to go, is it this PD? This is some other personnel personal record. **Joseph:** I thought it did, but no it doesn't. **Nikolic:** Okay, you can...so..I agree with Law Director Climber's observations, I have nothing to add. **Joseph:** All right. So, then we can take a look at the council clerk's records. **Nikolic:** Is this your form? **Joseph:** Yes. **Nikolic:** RC-3? **Joseph:** So, there's audio recording of minutes from 2018 to 2021. It's just one year until that is transcribed into a hardcopy printout. **Nikolic:** Can you show us where we are on the paper? **Joseph:** Oh, I'm sorry. Go to the new, go over to the council's RC-2 form so, do we have the time, or is this council proceedings? you see audio recordings? **Nikolic:** Okay, so one year until transcribed onto hard copy? So, you requesting audio recording minutes of? **Joseph:** January from January of 2018 to December of 2021 to be destroyed. **Nikolic:** Why do you have written electronic written paper under audio? Is it audio or is? **Joseph:** You have to listen to the track media is, that the record. The record is that's being retained. **Nikolic:** okay. **Joseph:** So, because we've transcribed it. And that the minutes, the paper copies are being kept, but the audio itself is being destroyed. **Nikolic:** Okay, so if any other in any other column, if it's kept in any other type of media, this content will let us know. **Joseph:** Yes ma'am. **Nikolic:** So, we have the audio recording which is also kept electronically and on paper. **Joseph:** Yes ma'am. **Nikolic:** Okay. Joseph so that's the website and our books **Nikolic:** okay and **Joseph:** you access the council member files; we have the only thing you would keep from those is directors of any activities or correspondence they may have had. But we just had Pat Rogers, files she left in 2021 of November. She was from 1990 to 2021. Mildred Tabor left since 2015 that's from 1992 to 2015, and then Anthony Akins, he left in 21, and that was from 2000 to 2021. Go ahead. **Nikolic:** I'm sorry to interrupt you, but would you include that on the sheet? The names of the council members that would, would have had their documents destroyed? I think that would be helpful for recordkeeping purposes. **Joseph:** Their name is on here. **Nikolic:** I don't see it. **Joseph:** Yeah, if you look, it says by the dots by the bullet points that Pat Rogers left office in November 2021. **Nikolic:** Oh, gotcha I'm still in other media type records. Thank you. Thank you. Okay. Gotcha. All right, so this is I'm with you now go ahead. **Joseph:** Okay, so those, since they're already out there and at their terms, as I was speaking with the law director as well, the Ohio Historical Society can kind of let us know, you know, if, if they want to appraise it for historical value or anything like that. But other than that, they're no longer in office, so it's ready to be destroyed, and then we have the youth council applications and slips. The reason those are ready to go is because we no longer have the youth council. That's no longer so all of those records can be destroyed. **Nikolic:** If there was any thought to start it back up again, would there be a need to keep that? Would you need to confirm with council whether or not that was something they would keep up in the future, and if they decided to within the next year or two. Would we still then destroy the records. **Joseph:** I mean, if you want me to hold on to but we have records from 2015 and 2021 there's really no reason to keep it because as you look on the last page of the things just no longer exist. **Nikolic:** Say it again. Where are we? **Joseph:** On. The last page of

the RC-2 form? At the bottom. All the youth council stuff there's just lines through it because it just no longer exists. **Climer:** But, but we're only considering applications which is one year. Right? **Joseph:** Right. Yeah. Technically applications and, you know, any. Permission slips for any trips that they went to. **Nikolic:** Okay. Completed applications from the members who were in attendance at that time. **Joseph:** Yeah. **Nikolic:** So, there would be no specific relevance if the council was to continue if? **Joseph:** Yeah, not if you wanted to bring it back up this is just okay. **Nikolic:** I think. Yeah. I'm glad. Thank you for pointing that out Law Director Climer, because my question was really regarding, is it if there was anything in those documents that might be useful but as an application. No. **Joseph:** Yeah, not completely wiping it out, but just the unnecessary portions of it. **Nikolic:** And what was that term? **Joseph:** pardon me? **Nikolic:** What was the term of destruction for that one year? **Climer:** One year **Nikolic:** One Year? **Joseph:** One year. **Nikolic:** Okay. **Joseph:** And then until no longer needed for the youth slips, it's no longer needed. **Nikolic:** I'm sorry. Can you point me to the no longer needed? **Joseph:** Yeah, so where it says youth council permission slips created to give parents and guardians, so it will be 1, 2, 3, it'll be the 4th box from the bottom. **Nikolic:** Okay, I see it. **Joseph:** and that UNLAN stands for until no longer administratively needed. **Nikolic:** Okay. Okay **Joseph:** So, with that being said If the police retention can act upon their request of the police department and the council clerk for the records that can be disposed of? **Climer:** I think we should treat them separately, actually. **Joseph:** Well, yeah, I was going to speak on them separately. That wasn't the motion yet. **Climer:** Gotcha. **Joseph:** I was just asking if you have anything else that you want to add to that, we can go ahead and move forward with it? And if there's nothing else to add... Motion to accept the RC three form of the police department for record destruction of tow slips from January 2017 to January I mean to December of 2019? Record request from January 2019 to December of 2021. Gas receipts from January 2017 to January to December of 2019. Daily shift assignments from January of 2020 to December of 2021, and vehicle impound sheet from. **Nikolic:** I think the daily shift assignments was one he said was not going to be? **Joseph:** That was the DV reports I thought? **Climer:** And there were. **Nikolic:** The daily shift assignment categories. **Climer:** I have four categories of things that I think they're in issue with. **Joseph:** I see what you're saying it was just one of them. **Nikolic:** So yeah. **Joseph:** Just in January to December of 2020 daily shift assignments would be destroyed. Not the one for 2021, and then crime report from January 2012 to December of 2013. **Climer:** I'd like to move to amend the motion that we approve the police department RC-3 with the exception of accident reports from January to December of 21. The exception of records all three years of records requests, and with the exception of daily shift assignments through January to December of 21, and all three lines of domestic violence reports. **Nikolic:** I make the motion. **Climer:** Second. **Joseph:** Ok. All righty. So. Mr. Climer? **Climer:** Yes. Joseph: Ms. Nikolic?. Yes. **Joseph:** And then I do I vote in this? **Nikolic:** Yes. **Climer:** I think you do. **Joseph:** Motion passed. Police departments. Okay, and then may I have a motion to approve the Council Clerk items 3, 4 for record destruction for audio recording of minutes from 20...January 2018 to December 2021, council member files Pat Rogers from 1990 to 2021. Councilperson Mildred Tabor from 1992 to 2015, and Councilperson Anthony Akins from 2000 to 2021. Additionally, the Youth Council completed applications from 2015 to July of 2021 and the Youth Council permission slips from 2015 of December to July 2021. **Nikolic:** Law Director Climer, was it? Was it determined whether or not those records of council members would have any historical value? **Climer:** My understanding is that they are offered to the historical society, and it gives it the thumbs up or thumbs down. **Nikolic:** Okay, so will we be destroying them now? Have we gotten a determination from the historical society? **Joseph:** I have send it to them. After we approve. I have to send it to them for them to approve. Then the state auditors have to approve and then they'll get it back to me and let me know if we can destroy it. **Nikolic:** Okay, so, we approve to destroy them first? **Joseph:** Yes. They go to us, then the Ohio Historical Society. **Nikolic:** Okay **Joseph:** and then the auditors the State Auditors. **Nikolic:** Okay. So. Okay. All right. I was just thinking that I was it was my understanding that maybe they would have to do it first, but I got it now. Okay. **Climer:** It's like

we're proposing to destroy them. They get to look at them if there's any historical value and if they don't want we can destroy. **Nikolic:** Okay. **Joseph:** So, they'll just let us know. **Nikolic:** Okay.

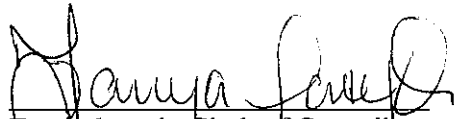
Motion to adjourn made by Climer seconded by Nikolic


YES VOTE: Nikolic, Climer, Joseph

MOTION PASSED

Adjourned at 5:33 p.m.

Approved 9.10.24


Tanya Joseph, Clerk of Council


Erica Nikolic, President of Council