



**City of Bexley  
Records Commission**

**Meeting Minutes**

**December 7, 2023, 8:00 a.m.**

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**Roll Call.** Mayor Kessler called the meeting to order at 8:06 a.m. Board Members present: Kate Mosca, Resident Member; Mayor Ben Kessler, Chair; and Marc Fishel, City Attorney. Others present: Gary Lewis, Jr., Chief of Police and Yvette Nguyen, Administrative & Public Records Manager.

Board member Matt McPeek, City Auditor, arrived at 8:10 am.

**Organization.** Mayor Kessler announced Yvette's new role as the Public Records Manager for the City and Yvette briefly spoke about her new role.

Mayor Kessler moved to nominate Chief Lewis as the appointed chair and Ms. Nguyen as the secretary. This was seconded by Ms. Mosca. All in favor and motion carried.

**Meeting Minutes.** Minutes from the 11/30/2022 Records Commission Meeting were reviewed (attached). Kate Mosca moved to approve the minutes, Mr. Fishel seconded. All members voted in favor and motion carried.

**Unfinished Business.** Discussion was held regarding the city-wide retention schedule. Ms. Nguyen will continue to work on the city-wide schedule as well as the department specific schedules. Ms. Nguyen will research retention periods with the Ohio History Connection's recommendations for municipalities and will work with other departments to create a draft. Commission members will provide feedback if needed. The draft will be presented at the next commission meeting.

Mayor Kessler turned the meeting over to Chief Lewis and exited the meeting at 8:30 a.m.

**Social Media.** Ms. Nguyen will send Commission members information from the Ohio Electronic Records Committee regarding their opinion for establishing guidelines and management for social media use by government agencies. Item tabled to next meeting.

**Mayor's Court Prosecutor Files.** Discussion regarding the storage and maintenance of prosecutor's files was held. Further research will be done and a possible solution will be presented at the next commission meeting.

**Roundtable.** The next meeting is scheduled for February 22, 2024 at 8:30 a.m. It will be held at City Hall, 2242 E. Main Street.

Matt McPeek left the meeting at 9:05 a.m.

**Adjourn.** Chief Lewis motioned to adjourn the meeting. Moved by Ms. Mosca and seconded by Mr. Fishel. Motion carried and the meeting adjourned at 9:10 a.m.