



**City of Bexley
Records Commission**

Meeting Minutes

October 24, 2024 8:30 a.m.

Chair Gary Lewis, Jr. called the meeting to order at 8:32 a.m.

Roll Call – Board Members Present - Marc Fishel, City Attorney; Kate Mosca, Resident Member; Gary Lewis, Jr., Chair, Ben Kessler, Mayor; Yvette Nguyen, Secretary. Absent: Matt McPeck, City Auditor.

Staff present: Janet Mercurio (Water), Marquan Stewart (Mayor's Court), Megan Meyer (Administration & Development), Emily Buckley (HR), Matt Klingler (Building & Planning).

Meeting Minutes – Minutes from the 6/4/2024 Records Commission Meeting were reviewed. Kate Mosca motioned to approve the minutes, Marc Fishel seconded. Motion carried.

Old Business

Auditor/Finance Department RC2 – The retention schedule is a work still in progress and will be tabled to the next meeting.

City's Public Records Management page – The new webpage has been implemented and is live. There is an archive folder available to the public. Each Records Officer will have access to upload records.

Social Media Archiving – Mayor Kessler is working with Marc Fishel to further discuss the legal need for archiving.

New Business

Expungements/SB 288 – Presented by Yvette Nguyen. Due to changes in the law last year, Expungements and Sealed records are treated differently now. It was presented to make the following changes to the Police Department's retention schedule:

Series POL 24-034, Expungements – amend the retention from 12 years to Immediately after court entry is received.

Add series POL 24-072, Sealed Records – Case Files, retention 5 years after court entry granted.

A recommendation was made to change the same changes to the Mayor's Court retention schedule.

Marc Fishel motioned to approve, seconded by Kate Mosca. Motion carried.

Human Resources RC2 – Presented by Emily Buckley. Update language to series HR 24-023 to be more inclusive of records. Interview schedule, applications, interview guide and comments, record of interview changed to Job analysis, applications, EEO forms, salary surveys, affirmation action reports, physical exams, eligibility list, testing

records, criminal record check, background investigations, reference checks, polygraph, psychological exams, medical exams, release forms, related correspondence, record of interview.

Marc Fishel motioned to approve, seconded by Kate Mosca. Motion carried.

Legal Updates – Yvette Nguyen asked how the City can be better informed of changes in law regarding public records. Suggestions were made to occasionally review the Ohio General Assembly's website for changes and check with the AG's office to see if there is a way to subscribe to updates. Mayor Kessler advised that the city as members, receive the Ohio Municipal League's monthly update. He will add Yvette to the subscription.

At 8:53 a.m., Chief Lewis turned the meeting over to Mayor Ben Kessler and then left the meeting.

Records & Information Management Manual – Yvette Nguyen presented a manual to help employees better understand records management. Kate Mosca and Marc Fishel reviewed and approved the document. It will be implemented effective immediately. Yvette Nguyen will distribute the manual to each Records Officer.

Roundtable

Records Management Software – A brief discussion was held regarding how software could better help manage public records request.

Video – Yvette Nguyen asked for guidance regarding fulfilling records requests for video footage. Most people want the videos emailed, however, the videos are too large to email and can take hours to upload to Google Drive. Marc Fishel will review options. For now, we will continue to use flash drives.

Fees – City ordinance 266.04 needs to be amended to reflect costs and add flash drives.

Blueprints – Matt Klinger would like to look into renting a plotter/scanner.

Records Storage – Mayor Kessler asked if a sticker/template could be used for records storage. Yvette Nguyen will either create one or obtain the template Jordan (Service) uses and send it to the Records Officers.

Adjourn. Kate Mosca moved to adjourn; seconded by Marc Fishel. Meeting adjourned at 9:10 a.m.