



Council Chambers Records Commission Meeting February 6, 2020 9:00 AM

- **Roll Call**
- **Review/Approval of Meeting Minutes from August 8, 2019**
- **Streets and Utilities (310)**
 - 310-92-104 "Grant Files"**
 - Move to 800 series
 - Description – Change from "Awarded grant application, agreements, approvals and compliance requirements" to "Grant awards and all related documentation"
 - Retention – Change from "As specified in grant document or expiration of grant, 3 years provided audited" to "7 years after expiration of grant"
- **City-Wide (800)**
 - 800-93-297 Grant Files (copies)**
 - Change description from "Originals maintained by Finance – copies of awarded applications and supporting documentation for the grant" to "Copies of grant awards and all related documentation"
- **Court (520)**
 - Add "Mayor's Court Education Certificates"**
 - Description – Training certificates from Ohio Municipal League for Magistrates, Mayors and Vice-Mayors
 - Retention – 21 years
 - Media type – Paper and/or digital
- **Finance (600)**
 - 600-11-136 "Payroll Computer Reports"**
 - Change description from "Detail bi-weekly payroll reports and monthly reports, time change forms, leave requests, adjustments and W-4's" to "Detail bi-weekly reports, time change forms, adjustments, W-4's, deduction forms and processing forms"

600-11-138 "Payroll Personnel Files"

Change description from "Copies of personnel action forms, payroll changes, deduction authorization, memos, etc." to "Copies of personnel action forms, deduction authorizations, memos, etc."

Add "Purchasing Card Reports"

Description – Purchasing card reports, receipts, invoices and supporting documentation related to purchasing card transactions

Retention – 7 years provided audited

Media type – Paper and/or digital

Add "Permissive Tax Documents"

Description – Permissive tax account reports from the county auditor and related supporting documentation for the account

Retention – 7 years provided audited

Media type – Paper and/or digital

Add "Independence Day Reconciliation"

Description – The reconciliation of the proceeds from the Fourth of July event, supporting documentation and any remaining wristbands

Retention – 7 years provided audited

Media type – Paper and/or digital

➤ **Approval of Items to be Destroyed**

➤ **Roundtable**

Next commission meeting date

➤ **Adjourn**