

## **AGENDA**

**City of Troy Records Commission  
Meeting, Tuesday, April 22, 2025  
Basement Conference Room, City Hall  
3:00 p.m.**

Call Meeting to order

Approval of March 20, 2025 Minutes

Approval of Retention Schedule/Disposition Schedules:

- Records Disposal (RC-3) – Law Director

Old Business:

Any comments from those present:

Schedule next meeting: October 21, 2025 at 3:00 p.m.

Adjourn meeting.

# TROY CITY RECORDS COMMISSION

March 20, 2025

## MINUTES

The Troy City Records Commission met Thursday, March 20, 2025, at 2:00 p.m. in the Mayor's Office, City Hall.

Members present: Mayor Oda, Alan Clark, Sue Knight, Ronni Showalter, John Frigge, Grant Kerber, Kristi Quinn, and staff.

All members received a copy of the minutes from the November 19, 2024, meeting. A motion was made by Mr. Clark, seconded by Mrs. Quinn to approve the minutes, with the motion passing.

### **NEW BUSINESS:**

Consideration of RC-2 Template to be used City Wide – In January, City Staff attended a training session on Records Management hosted by the Ohio Attorney Generals Office. In the training material provided, there was a template recommending retention schedules per specific document. Administration Staff in the SSD Office created a template for city departments to use so all departments could have the same retention schedules for similar documents. Mr. Kerber, Director of Law, recommended that the retention be changed on the Rules, Regulations, or Procedures to permanent on the electronic copies.

A motion was made by Mr. Clark, seconded by Mayor Oda, to approve the template with the minor provision. Approved by unanimous vote

Records Retention Schedule (RC-2) – Service Directors Office – Mrs. Knight provided an updated form stating the retention schedule for Service Director Regulations was updated to reflect Paper Retention being two years and Electronic being permanent.

A motion was made by Mayor Oda, seconded by Mrs. Knight, to approve the RC-2 with minor revision. Approved by unanimous vote

Records Retention Schedule (RC-2) – City Council – The form submitted was discussed and found to be completed correctly. A motion was made by Mr. Frigge, seconded by Mrs. Showalter, the schedule was approved by unanimous vote.

Records Retention Schedule (RC-2) – Board of Park Commissioners – The form submitted was discussed and found to be completed correctly. A motion was made by Mrs. Showalter, seconded by Mr. Kerber, the schedule was approved by unanimous vote.

Records Retention Schedule (RC-2) – Planning Commission – The form submitted was discussed and found to be completed correctly. A motion was made by Mrs. Showalter, seconded by Mr. Clark, the schedule was approved by unanimous vote.

### **DISCUSSION:**

Mr. Clark noted that the training in January was very helpful and feels it will simplify the process in the future.

**NEXT MEETING:** The next meeting is scheduled for April 22, 2025, at 3:00 p.m. in the Mayor's Office.

The meeting adjourned at 2:22 p.m., following a motion from Mr. Kerber, seconded by Mayor Oda.

Respectfully submitted,

Abby Bixler



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 Local Government Records Program  
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For State Archives – LGRP Use Only	
Date Received Stamp:	Date Reviewed:
_____	
Items requested for transfer:	
YES	NO
If YES, attach copy of transfer form	

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

*See instructions before completing this form. Must be submitted with PART 2*

<b>CITY OF TROY, OHIO</b>	<b>LAW DIRECTOR/MUNICIPAL PROSECUTOR</b>	<b>TINA BRUNER</b>	<b>937-440-8055</b>
(Local Government Entity)	(Unit/Department)	(Contact Person)	(Telephone Number)
<b>215 W. MAIN STREET</b>	<b>TROY</b>	<b>45373</b>	<b>MIAMI</b>
(Address)	(City)	(Zip Code)	(County)
			<b>APRIL 22, 2025</b>
			(Date Submitted to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the *approved Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is the responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	<i>Law Director</i>	<i>937 339-1500</i>
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

*Please Note: The State Archives retains RC-3 forms for seven years.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form.*



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

(Local Government Name)

(Unit/Department)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
<b>CORRESPONDENCE LETTERS 2017-2021</b>	12-01		<b>PAPER ELECTRONIC</b>		2017-2021		<b>JUNE 2025</b>	
<b>CORRESPONDENCE GENERAL 2017-2021</b>	12-02		<b>PAPER ELECTRONIC</b>		2017-2021		<b>JUNE 2025</b>	
<b>MESSAGE BOOKS 2017-2021</b>	12-13		<b>PAPER</b>		2017-2021		<b>JUNE 2025</b>	
<b>EMAIL 2017-2021</b>	12-19		<b>PAPER ELECTRONIC</b>		2017-2021		<b>JUNE 2025</b>	
<b>RESEARCH/CASE FILES 2017-2021</b>	12-26		<b>PAPER ELECTRONIC</b>		2017-2021		<b>JUNE 2025</b>	
<b>APPT. BOOKS 2017-2021 CALENDERS</b>	12-37		<b>PAPER ELECTRONIC</b>		2017-2021		<b>JUNE 2025</b>	