

## **AGENDA**

**City of Troy Records Commission  
Meeting, Tuesday, November 18, 2025  
Mayors Office, City Hall  
3:00 p.m.**

Call Meeting to order

Approval of April 22, 2025 Minutes

Approval of Retention Schedule/Disposition Schedules:

- Records Retention Schedule (RC-2) – Auditors Office

Old Business:

Any comments from those present:

Schedule next meeting: April 14, 2026 at 3:00 p.m.

Adjourn meeting.

# TROY CITY RECORDS COMMISSION

April 22, 2025

## MINUTES

The Troy City Records Commission met Tuesday, April 22, 2025, at 3:00 p.m. in the Basement Conference Room, City Hall.

Members present: Mayor Oda, Al Clark, Sue Knight, Ronni Showalter, Grant Kerber, Kristi Quinn, and city staff

All members received a copy of the minutes from the March 20, 2025 meeting. A motion was made by Mr. Clark, seconded by Mayor Oda to approve the minutes, with the motion passing.

### **NEW BUSINESS:**

#### Consideration of RC-3 Form from the Law Directors Office -

The form submitted by the Law Directors' Office was a request of disposal of electronic and paper documents. Upon motion of Mrs. Showalter, seconded by Mrs. Quinn, the disposal request was approved as submitted by unanimous vote.

### **DISCUSSION:**

Mrs. Knight stated the RC-2 Template that was approved at the March 2025 Meeting will be sent to all city departments so departments can update their RC-2 forms.

Mr. Kerber stated recently Troy City Council amended the Public Records Policy, and the Fee Schedule related to law enforcement video footage in accordance with House Bill 315 (HB 315).

HB 315 amended Section 149.43 of the Ohio Revised Code (ORC), allowing law enforcement departments to charge for the actual cost of preparing video records for inspection or production. The law caps this fee at \$75.00 per hour of video produced, with a maximum charge of \$750.00. The need for this adjustment is partly due to the high volume of body camera footage requests received from around the world for various intents. HB 315 went into effect on April 9, 2025. Mr. Kerber advised that the allowed fee was incorporated into the Public Records Policy, which was adopted by the Council.

**NEXT MEETING:** The next meeting is scheduled for October 21, 2025, at 3:00 p.m. in the Mayor's Office.

The meeting adjourned at 3:05 p.m., following a motion from Mayor Oda, seconded by Mr. Kerber.

Respectfully submitted,

Abby Bixler



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

### Section A: Local Government Unit

City of Troy, Ohio

Auditor's

(local government entity)

*John E Frigge*

John E Frigge

(unit)

City Auditor

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Records Commission

937-335-2224

(telephone number)

100 S Market St  
(address)

Troy  
(city)

45373  
(zip code)

Miami  
(county)

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

\_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

**Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form**

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(local government entity)

(unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or LGRP</b>	<b>(6) RC-3 Required by LGRP</b>
25-1	Annual Appropriation Ordinance (copies)	5 Yrs	Paper/ Electronic		<input type="checkbox"/>
25-2	Annual Certification of Est Resources	7 Yrs	Paper		<input type="checkbox"/>
25-3	Annual Payroll Accrual Report	3 Yrs provided audited	Electronic		<input type="checkbox"/>
25-4	Annual Report to Auditor of State to receive CAFR	5 Yrs	Paper/ Electronic		<input type="checkbox"/>
25-5	Appointment books, calendars, schedules, organizer, planners & Microsoft Outlook	Until of no administrative value	Paper/ Electronic		<input type="checkbox"/>
25-6	Bad Check or Bad Debt Records	2 Yrs after payment of settlement	Paper		<input type="checkbox"/>
25-7	Bank Deposit Records (receipts, reconciliation, deposit slips, statements, etc)	3 Yrs provided audited	Paper		<input type="checkbox"/>
25-8	Bi-Weekly Payroll Journal	3 Yrs provided audited	Electronic		<input type="checkbox"/>
25-9	Budget Preparation Documents (working papers)	4 Yrs	Paper		<input type="checkbox"/>
25-10	Capital Improvement Bonds	Until paid off & audited, appraise for historical value	Paper		<input type="checkbox"/>
25-11	Check Register/Payroll	3 Yrs provided audited	Electronic		<input type="checkbox"/>
25-12	Check Register/Payables	7 Yrs	Electronic		<input type="checkbox"/>
25-13	Checking Account Statement	3 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>
25-14	Checks-Voided	3 Yrs provided audited	Paper		<input type="checkbox"/>

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(local government entity)

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25-15	<b>Computer Generated Financial Reports-Monthly, Quarterly, Semiannual</b>	<b>Until replaced by next printout or annual report printed out</b>	<b>Paper/ Electronic</b>		<input type="checkbox"/>
25-16	<b>Consultant Reports</b>	<b>5 Yrs</b>	<b>Paper</b>		<input type="checkbox"/>
25-17	<b>Contracts &amp; Agreements</b>	<b>15 Yrs after expiration or termination</b>	<b>Paper</b>		<input type="checkbox"/>
25-18	<b>Copies</b>	<b>Until of no administrative value</b>	<b>Paper/ Electronic</b>		<input type="checkbox"/>
25-19	<b>Copies of Legislation</b>	<b>Until of not administrative value</b>	<b>Paper</b>		<input type="checkbox"/>
25-20	<b>Court Order for Payroll Deductions</b>	<b>Until employee terminates or order rescinded</b>	<b>Paper</b>		<input type="checkbox"/>
25-21	<b>Disaster Plans</b>	<b>Until updated or superseded</b>	<b>Paper</b>		<input type="checkbox"/>
25-22	<b>Employee Deduction Authorizations</b>	<b>Until replaced or revoked by employee</b>	<b>Paper</b>		<input type="checkbox"/>
25-23	<b>Employer Qtrly Federal Tax Return</b>	<b>4 Yrs provided audited</b>	<b>Paper/ Electronic</b>		<input type="checkbox"/>
25-24	<b>Encumbrance &amp; Expenditure Reports</b>	<b>7 Yrs provided audited</b>	<b>Electronic</b>		<input type="checkbox"/>
25-25	<b>Fire Contract (fire protect/Townships)</b>	<b>15 Yrs after expiration</b>	<b>Paper</b>		<input type="checkbox"/>
25-26	<b>Fixed Assets Record</b>	<b>10 Yrs</b>	<b>Paper/ Electronic</b>		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
25-27	Garnishment Orders	Until employee terminates or order rescinded	Paper		<input type="checkbox"/>
25-28	General orders, directives, policies, rules, regulations or procedures	Until superseded	Paper/ Electronic		<input type="checkbox"/>
25-29	Golf Course Records	3 Yrs	Paper		<input type="checkbox"/>
25-30	Grant files/Records-Federal/State	5 Yrs provided audited	Paper		<input type="checkbox"/>
25-31	Incoming & Outgoing Correspondence, meeting notices, notes, drafts	Until of no administrative value	Paper/ Electronic		<input type="checkbox"/>
25-32	Insurance Policies	2 Yrs after expiration	Paper		<input type="checkbox"/>
25-33	Investment Records	3 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>
25-34	Management/Operations Reports Monthly-Quarterly-Semiannual/All Types	Until of no administrative value	Paper/ Electronic		<input type="checkbox"/>
25-35	Monthly Statement of Balances	3 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>
25-36	Oaths of Office of Elected Officials	10 Yrs after leaving office	Paper		<input type="checkbox"/>
25-37	Pay-In Records	3 Yrs	Paper/ Electronic		<input type="checkbox"/>
25-38	Payroll Deduction Checks(ex: Child Support, Deferred Comp)	3 Yrs	Paper		<input type="checkbox"/>
25-39	Payroll Sheets	3 Yrs	Paper/ Electronic		<input type="checkbox"/>
25-40	Petitions/Referendums	5 Yrs	Paper		<input type="checkbox"/>
25-41	Phone messages, e-mail, unsolicited mail, copier & fax memory	Until of no administrative value	Paper/ Electronic		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
25-42	Purchase Orders	3 Yrs	Paper		<input type="checkbox"/>
25-43	Purchasing Card Statements/Reports	3 Yrs	Paper		<input type="checkbox"/>
25-44	Receipt Book	3 Yrs	Paper		<input type="checkbox"/>
25-45	Records Request	2 Yrs	Paper		<input type="checkbox"/>
25-46	Copies of Records Retention Documents RC1, RC2, RC3	Until Superseded or until no admin value	Paper		<input type="checkbox"/>
25-47	Report of Cash Received/Mtd-Ytd Revenue Report	7 Yrs	Paper/ Electronic		<input type="checkbox"/>
25-48	Rosters/Directories	1 yr after superseded or obsolete	Paper		<input type="checkbox"/>
25-49	Sales Tax Returns	4 Yrs	Paper		<input type="checkbox"/>
25-50	Settlement sheet or Tax Distribution for County Auditor	3 Yrs	Paper		<input type="checkbox"/>
25-51	Special Assessments	Until paid & audited	Paper		<input type="checkbox"/>
25-52	Speeches/Presentations	3 Yrs	Paper		<input type="checkbox"/>
25-53	Surety Bonds of Officials or Employees	10 Yrs after termination	Paper		<input type="checkbox"/>
25-54	Surveys & questionnaires	Until of no administrative value	Paper/ Electronic		<input type="checkbox"/>
25-55	Tax Withholding Reports	6 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>
25-56	Uniform Allowance Records	3 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>
25-57	Vouchers/Warrants	3 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>

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25-58	W-2 Forms/1099 Forms	6 Yrs provided audited	Paper/ Electronic		<input type="checkbox"/>
25-59	Web Pages & Posted Documents	Until updated or superseded	Paper/ Electronic		<input type="checkbox"/>
25-60	Workers Comp Annual Report	10 Yrs	Paper/ Electronic		<input type="checkbox"/>
25-61	Manuals, Handbooks	Until superseded, obsolete or replaced. Retain 1 file copy 5 yrs	Paper/ Electronic		<input type="checkbox"/>
25-62	Bulletins, Posters, Notice to employee	Until no longer administratively necessary	Paper		<input type="checkbox"/>
25-63	Correspondence- <ul style="list-style-type: none"> <li>• Transient (until further notice)</li> <li>• General (3 years)</li> <li>• Executive (10 years)</li> </ul>	Until Further Notice 3 years 10 years	Paper/ Electronic		<input type="checkbox"/>
25-64	Messages-Phone, Cell Phone & Paper	Until of no admin value	Paper/ Electronic		<input type="checkbox"/>
25-65	Email- Transient Convenience Copies	Until of no admin value	Paper/ Electronic		<input type="checkbox"/>
25-66	Mail- <ul style="list-style-type: none"> <li>• Unsolicited Mail</li> <li>• Postal Records</li> </ul>	Until of no admin value 2 Years	Paper		<input type="checkbox"/>
25-67	Calendars	Until of no admin value	Paper/ Electronic		<input type="checkbox"/>
25-68	Contract for Service	5 years & review	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>