

Agenda

January 11, 2023

8:30 p.m.

Montgomery City Hall
10101 Montgomery Road

1. Call to Order
2. Roll Call
3. Guests and Residents
4. Old Business
5. New Business
 - a. Review of RC-3 Disposal of Records
6. Staff Report
 - a. Record disposal update
7. Approval of Minutes-November 2, 2022
8. Other Business
9. Next Meeting
 - a. May 3, 2023
10. Adjournment



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives – LGRP Use Only
Date Received:
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

City of Montgomery Connie Gaylor (513) 792-8314 Terwilliger Lodge/Iron Mountain
(Local Government Entity) (Unit) (Contact Person) (Telephone Number) (Location of Records)
10101 Montgomery Road Montgomery 45242 Hamilton
(Address) (City) (Zip Code) (County) (Date Mailed 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 a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(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

(Political Subdivision Name)

(Unit)

(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		
2012 Daily Log Sheets	PD	1-11-23	Paper		2012		February 6, 2023	
2009-2010 Police Stat Sheets	PD	1-11-23	Paper		January 2009 to December 31 2010		February 6, 2023	
2019 Blank Crash Forms	PD	1-11-23	Paper		2019		February 6, 2023	
2011 Daily Logs	PD	1-11-23	Paper		January 2011 to December 31 2011		February 6, 2023	
Case Jackets 3131-3195	PD192	1-11-23	Paper		Sept. 2006 to April 2007		February 6, 2023	
Case Jackets 3196-3264	PD193	1-11-23	Paper		May 2007 to August 2007		February 6, 2023	
Case Jackets 3265	PD258	1-11-23	Paper		2007		February 6, 2023	
2015 Incident Reports	PD266	1-11-23	Paper		January – June 2015		February 6, 2023	
2015 Incident Reports	PD267	1-11-23	Paper		July – December 2015		February 6, 2023	
2015 Accident Reports	PD270	1-11-23	Paper		January ~June 2015		February 6, 2023	
2015 Accident Reports	PD271	1-11-23	Paper		July- December 2015		February 6, 2023	



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					From	To		
2014 Accident Reports	PD272	1-11-23	Paper		June -December 2014	February 6, 2023		
GRA Meeting Notes	A77	1-11-23	Paper			February 6, 2023		
Tax 1997 Ledger & Tax Info	323	1-11-23	Paper		1997	February 6, 2023		
Tax 2014 Tax Returns Deposit # 2775 - 2785 2016 Deposit slips Receipt books 2007-2012	350	1-11-23	Paper		2007-2012 2014	February 6, 2023		
Tax 2015 Tax Returns Deposit # 2786 - 2795	351	1-11-23	Paper		2015	February 6, 2023		
Tax 2015 Tax Returns Deposit # 2796 - 2812	352	1-11-23	Paper		2015	February 6, 2023		
Tax 2015 Tax Returns Deposit # 2813 - 2820	353	1-11-23	Paper		2015	February 6, 2023		
Tax 2015 Tax Returns Deposit # 2821 - 2831	354	1-11-23	Paper		2015	February 6, 2023		
Tax 2015 Tax Returns Deposit # 2832 - 2840	355	1-11-23	Paper		2015	February 6, 2023		



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Tax 2015 Tax Returns Deposit # 2841 - 2847	356	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2848 - 2855	357	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2856 - 2864	358	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2865 - 2864	359	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2865 - 2873	360	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2874 - 2883	361	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2884 - 2891	362	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2892 - 2897	363	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2898 - 2906	364	1-11-23	Paper		2015		February 6, 2023	



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Tax 2015 Tax Returns Deposit # 2907 - 2912	365	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2913 - 2918	366	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2919 - 2927	367	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2928 - 2933	368	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2934 - 2943	369	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2944 - 2948	370	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2949 - 2961	371	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2962 - 2970	372	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2971 - 2981	373	1-11-23	Paper		2015		February 6, 2023	



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					From	To		
Tax 2015 Tax Returns Deposit # 2982 - 2990, 3003	374	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 2991 - 3005	375	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 3006 - 3012	376	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 3011, 3013 - 3016	377	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 3017 - 3022	378	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 3023 - 3032	379	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 3033 - 3040	380	1-11-23	Paper		2015		February 6, 2023	
Tax 2015 Tax Returns Deposit # 3041 - 3054	381	1-11-23	Paper		2015		February 6, 2023	
2016 Detail Check Registers by Month	P102	1-11-23	Paper		2016		February 6, 2023	



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2017 Detail Check Registers by Month	P103	1-11-23	Paper		2017		February 6, 2023	
2018 Timesheets Batch 14-26	P106	1-11-23	Paper		2018		February 6, 2023	
1094-C & 1095-C	P109	1-11-23	Paper		2019		February 6, 2023	
Special Duty Detail, Non-Issued/Voiced Checks, Tax Refunds, A/P Invoices and Checks January - March	FIN-186	1-11-23	Paper		2019		February 6, 2023	
A/P Invoices and Checks April - June	FIN-187	1-11-23	Paper		2019		February 6, 2023	
A/P Invoices and Checks July - September	FIN-188	1-11-23	Paper		2019		February 6, 2023	
A/P Invoices and Checks October - December	FIN-189	1-11-23	Paper		2019		February 6, 2023	



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Mastercard Statements and Receipts, Mayors Court Reconciliation, MCIC Bank Reconciliation, Journals Jan. - Mar., EOM January - February	FIN-190	1-11-23	Paper		2019		February 6, 2023	
EOM March - July, Journals April - June	FIN-191	1-11-23	Paper		2019		February 6, 2023	
EOM March - July, Journals April - June	FIN-192	1-11-23	Paper		2019		February 6, 2023	
EOY Reports and Journals, Journals July - December, Original & Closed PO's, Rec1 to CMI Reconciliation	FIN-193	1-11-23	Paper		2019		February 6, 2023	

These minutes are a draft of the proposed minutes from the Records Commission meeting. They do not represent the official record of proceedings until formally adopted by the Records. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Records Commission Minutes
November 2, 2022

Present

Brian Riblet, City Manager
Terry Donnellon, Law Director
Matthew Vanderhorst, Citizen Representative
Chris Bigham, Interim Finance Director
Connie Gaylor, Records Custodian
Derek Morgan, Records Custodian

Mr. Vanderhorst called the Montgomery Records Commission to order at 2:00 p.m.

Old Business

Update on the retention period of items listed in PE-21: Record of Disciplinary Action in the current RC-2

Mr. Donnellon reported that he contacted Joe Scholler of Frost Brown Todd, the City's outside counsel for labor negotiations and labor relations, to obtain his legal opinion of how long the City should retain a record of disciplinary action. Mr. Donnellon stated that the City's current RC-2 provides the records of disciplinary action is to be maintained for a period of Ten (10) years and may then be destroyed if there is no intervening disciplinary action. He added that the current model policy from the State has a Four (4) year retention period and he felt it prudent to obtain Mr. Scholler's legal opinion on reducing the retention period from ten to four years.

Mr. Donnellon reported that Mr. Scholler's opinion was to keep the current policy of ten years during an active employee's tenure with the City in case of arbitration of in defense of a wrongful termination case. Therefore, Mr. Donnellon recommended leaving the retention period as it stands. He stated that the relevancy can be revised on a case by case basis, and it there will be no harm done by keeping records for ten years since we already keep personnel files for life of employment plus two years after separation from the City.

New Business

Discussion of RC-2 and proposed changes relating to payroll records

Mr. Morgan explained that he met with Jessica Tice, City Payroll Clerk to discuss proposed changes to the payroll unit of Section E of the RC-2. Mr. Morgan explained that since the city began using the Paylocity software for payroll processing and reporting that some of the items were no longer used or now electronic. Mr. Morgan listed the following schedule numbers along with the request. The decision regarding each item is reported with it.

- PA-4: Change the media type from paper to electronic. Decision was to change to electronic.
- PA-16: Change the media type from paper to both. Decision was to change to electronic.
- PA-17: Question was to keep as the same items are repeated in PA-43. Decision was to incorporate language from PA-43 into PA-17 and to keep as paper. The addition of language of "until superseded or terminated" was also added.

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November 2, 2022

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- PA-18: Change media type from both to electronic. Decision was to leave as both and to change the retention period to read 3-years electronic, paper copies only until electronic copied generated. Run reports annually.
- PA-19: Change media type from paper to both. Decision was to change to both.
- PA-23: Change media type from paper to electronic. Decision was to change to electronic.
- PA-28: This form is not used any longer. Decision was made to delete this item.
- PA-29: Change media type to electronic. Decision was made to revisit this item after more research on what this item included in the reporting.
- PA-31: There are no payroll blank forms any longer. Decision was made to delete this item.
- PA-45: Decision was to add this item to the PA Unit report. Employer Quarterly Federal Tax Return (941) with a retention period of 4 years (provided audited) with a media type of electronic.

Mr. Donnellon made a motion to accept all changes to the RC-2 for the discussed payroll items. Mr. Riblet seconded. All Commission members unanimously agreed.

Staff Report

Ms. Gaylor and Mr. Morgan reported that they would be conducting an audit of the boxes at Terwilliger Lodge to schedule a destruction date in January 2023 as well as an audit of boxes currently stored at Iron Mountain. Mr. Morgan reported that currently the City is paying \$2,400 a year to store permanent records at Iron Mountain. The Commission also discussed identifying an area where a climate controlled area could be created for storage in a City facility.

Minutes

Mr. Donnellon moved to approve the minutes of the May 2, 2022 Records Commission. Mr. Riblet seconded the motion. All Commission members unanimously agreed.

Other Business

There was no Other Business.

Next Meeting

The next Committee meeting is May 3, 2023 2:00 p.m. at the City Hall.

Adjournment

Mr. Riblet moved to adjourn the meeting. Mr. Donnellon seconded. Motion carried unanimously. The meeting adjourned at 3:00 p.m.

Brian Riblet, City Manager