

City of Montgomery  
Records Commission Minutes  
January 11, 2023

**Present**

Brian Riblet, City Manager  
Terry Donnellon, Law Director  
Matthew Vanderhorst, Citizen Representative  
Connie Gaylor, Records Custodian

Mr. Vanderhorst called the Montgomery Records Commission to order at 8:30 a.m.

**New Business**

**Review of RC-3 Disposal of Records Form**

Ms. Gaylor explained that provide in the packet was a Certificate of Disposal form to be reviewed and approved by the Commission. She stated if approved the certificate would be sent to the Ohio History Connection for review and approval. She stated pending their approval she anticipated the destruction being conducted in early February.

The Commission reviewed the documents to be destroyed and Mr. Donnellon made the motion to approved the certificate and move forward with disposal once approval from the State is received. Mr. Riblet seconded. The Commission unanimously agreed.

**Staff Report**

Ms. Gaylor explained that she and Derek Morgan conducted a thorough review of the records at Terwilliger Lodge and felt there was adequate space to possibly move records from the Iron Mountain facility, if the room could be climate controlled with a dehumidifier and meet the State requirements. She stated that they would look into the number of boxes at Iron Mountain as well as obtaining a quote to add a dehumidifier to the records room at Terwilliger and provide an update at a future meeting.

**Minutes**

Mr. Donnellon moved to approve the minutes of the November 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 8:45 a.m.



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Brian Riblet, City Manager