



Trustees: Don Barto Sr. 517.581.6871
Kellie Schlachter 419.350.2945
Mark Schuster 419.466.9884

Fiscal Officer: Michele Nowakowski 419.410.8304

2469 Shoreland Avenue, Toledo, Ohio 43611, 419.726.6621, Fax 419.727.9833

RECORD COMMISSION MEETING OCTOBER 10, 2023

Trustee Barto opened the meeting at 5:47 p.m.

Michele Nowakowski seconded.

Roll Call: Fiscal Officer Michele Nowakowski, Trustee Barto

Pledge of Allegiance

RE: RC 2 Retention Period Revision
& Cost of Materials given for Public Records

Fiscal Officer Michele Nowakowski –

Michele states she just received notification back from Ohio History Connection that our RC 2 schedules submitted in June this year are not being approved due to the retention periods we have in place for correspondence, bids and contracts.

She states that what was approved last year, is not being approved this year, and that is the reason for this meeting.

It is necessary to change the retention ranges to fixed periods.

For Schedule 05-15 Successful Bids our RC 2 schedule previously stated a range of 1-2 years after expiration of contract and audit.

Motion: I am motioning schedule 05-15 Successful Bids be changed to 1 year after expiration of contract and audit.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

For Schedule 05-16 Contracts and Agreements our RC 2 schedule previously stated 1-2 years after expiration of contract and audit. Per the ORC 2305.06 it states:

- Contracts prior to 2012 must be kept for 15 years
- Contracts 2012 to June 14th, 2021 must be kept for 8 years
- and contracts after June 14th, 2021 must be kept for 6 years.

Motion: I am motioning we change the 05-16 Contracts & Agreements retention periods to comply with the ORC 2305.06.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mr. Barto, yes; Mrs. Nowakowski, yes.

Motion: I motion to change the schedule number 05-16 to 05-16a, 05-16b & 05-16c for each ORC 2305.06 retention period.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

For Schedule 5-17 Correspondence it previously stated a range of 1-5 years for general, administrative or legal correspondence.

Motion: I am motioning that schedule 5-17 Correspondence be changed to:

- 1 year for general & administrative
- and 5 years for legal correspondence.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mr. Barto, yes; Mrs. Nowakowski, yes.

Motion: I am also motioning to change the schedule 05-17 to 05-17a & 05-17b for each retention period.

Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

Michele would also like to address the cost of public records given on CD's and flash drives. We currently have it documented that copies cost 5 cents per page but do not have a set charge for CD's or flash drives. It seems that many public records we receive now ask for audio or video which we cannot give on a copy of paper. Previously, some requestors have given us a new flash drive to put their record request on.

Currently, our cost of flash drives, buying in bulk, cost \$159.99 per case of 100, thus costing \$1.60 each.

Our cost of Verbatim DVD's cost \$50 for a pack of 50, thus costing \$1.00 each.

Discussion – Trustee Barto would like to at the beginning of year revisit this and look into charging a flat fee. He states a lot of people's time and work can go into some of these requests to just charge the price of supplies. (cd, flash drive or

paper copies). Michele states that legally we cannot charge for labor cost for obtaining public records.

Motion: I am motioning that we charge the township's charge per flash drive or CD if public records are to be given on them.

Mrs. Nowakowski moved; Mr. Barto seconded.

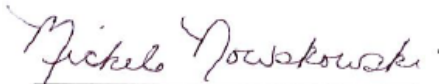
Roll Call: Mr. Barto, yes; Mrs. Nowakowski, yes.

Motion: to adjourn this meeting at 5:57 pm.

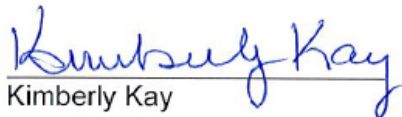
Mrs. Nowakowski moved; Mr. Barto seconded.

Roll Call: Mrs. Nowakowski, yes; Mr. Barto, yes.

Thank you for attending.


Michele Nowakowski


Don Barto


Kimberly Kay