

DELHI TOWNSHIP RECORDS COMMISSION MEETING AGENDA
September 14, 2022 at 5:45 p.m.
Township Administration Building, 934 Neeb Road, Cincinnati, OH 45233

I. OPEN MEETING:

- Attendance: Board Chair Cheryl Sieve, Fiscal Officer Jim Luebbe, and Records Coordinator Lori Studt
- Sunshine Law Certification

II. NEW BUSINESS:

- Motion 2022-01 - Review and approval of December 18, 2019 meeting minutes.
- Review and approval of record retention schedule (RC2) form updates:
 - Adding a new common record title Surveillance Recordings to Administration, Police, Fire & Parks & Recreation schedules.
 - The Police Department also added new record titles specific to their department.
 - The Fire Department also added a new record title FLSA Logs.
 - Community Development submitted a new formatted schedule.
- Police Department submitted an RC1 for one-time disposal of obsolete records.

III. OLD BUSINESS:

1. Review of Public Records Policy, per Resolution 2012-183.
2. Sunshine Law Certified Training - attended training on July 29, 2021 on behalf of Rose Stertz, Cheryl Sieve, Mike Davis and Jim Luebbe.
3. Review of Record Retention Schedules (RC2 forms) that are on file and have no updates: Public Works Department (approved by LGRP 2015) and Information Technology (approved by LGRP 2020).
4. Annual Email Disposal - Review of RC-3 forms confirming the execution of the annual email disposal process conducted by the IT Department to comply with its two-year retention period for years 2020, 2021 & 2022.
5. Annual Records Disposal Process - Review of RC-3 forms submitted by the departments for the annual records purge, for years 2020 (November 10) - Administration, Development Services, Police and Public Works; 2021 (December 9) - Administration, Development Services, Fire, Parks Police and Public Works.

IV. ADJOURN MEETING