

VANDALIA RECORDS COMMISSION MEETING

Large Conference Room

**333 James Bohanan Memorial Drive
Vandalia, Ohio**

**October 29, 2025
9:30 a.m.**

AGENDA

- I. Call to Order**
- II. Approval of Previous Minutes**
 - A. April 30, 2025
- III. New Business**
- IV. Old Business**
 - A. Policy for Remote Meetings
 - B. One RC-2 for the entire City update
- V. Approval of Schedules:**
 - A. Finance Department RC-2 Schedule for the following:
 - Finance Department
 - Payroll Division
 - Tax Division
 - Utilities Division
- VI. Discussion:**
- VII. Adjournment**

VANDALIA RECORDS COMMISSION MEETING MINUTES

April 30, 2025

MEMBERS PRESENT: Mrs. Hooper, Mrs. Leiter and Mr. McDonald

MEMBERS ABSENT: Mr. Althouse

REPRESENTATIVES PRESENT: Christine Budich, Kristen Carnes, Candice Jacobs, Tonya Sparks, Deborah Wright and Angela Swartz

OTHERS PRESENT: Marcella McHenry, Darren Davey, Jake Hayslett, and Ben Borton

Call to Order

The meeting of the Vandalia Records Commission was called to order by Mr. McDonald at 9:30 a.m.

Approval of Previous Minutes – October 28, 2024

Mr. McDonald asked the voting members if they had a chance to review the October 28, 2024, Vandalia Records Commission draft minutes. All members present responded in the affirmative. Mr. McDonald asked for a motion to approve the minutes. It was moved by Mrs. Hooper, seconded by Mrs. Leiter, to approve the October 28, 2024, Vandalia Records Commission minutes. All members present voted yes. Motion passed 3-0.

New Business

Mr. McDonald introduced Marcella McHenry, who reviewed with the Records Commission Members and Records Commission Representatives the virtual meeting policy for the Vandalia Public Records Commissions, in compliance with ORC 121.221. There was a brief discussion regarding this policy and the other Vandalia Boards and Commissions. Mr. McDonald advised this would be on the agenda for the next meeting, under old business for the Records Commission Members to take action on if needed.

Old Business

None.

Approval of Schedules

Mr. McDonald presented an amended City Manager/Council RC-2, schedule number 12-27, Council Audio Tapes of Meetings. IT Manager, Darren Davey addressed the Records Commission Members and Records Commission Representatives with the updates regarding the retention period for audio and video recordings of public meetings, including City Council, Planning Commission and Building & Zoning Board meetings. Mr. Davey explained the current RC-2 schedule designates these recordings as permanent record, but he recommended revising the RC-2 to reflect a transitory classification or a defined short-term

retention period. Mr. Davey suggested continuing to keep these files beyond the minimum retention period, such as on YouTube or on the server to benefit the public but requiring them to be kept permanently is difficult to do. Mr. Davey recommended changing the retention period to either until no longer of administration value or for a two-year period, in either case, written and approved meeting minutes will remain the permanent record as required. Mr. Davey suggested that if either recommendation is approved, the RC-2 form can be updated to reflect the new retention schedule and have the Records Commission review and approve it at the next meeting. There was a brief discussion regarding this change resulting in Mr. McDonald advising to revisit this item at the next meeting. No action was taken by the Records Commission.

Mr. Davey suggested the possibility of having a single RC-2 for the entire City, a universal list so each department is not duplicating, with Mr. Davey proying to take the lead on the project. There was a brief discussion with Mr. McDonald advising him to revisit this item at the next Records Commission meeting.

Discussion

Mr. McDonald discussed the Confidential For Official Use Only (FOUO) Standard Operating Guideline (SOG) and Records Retention brought forth by the Division of Fire. Mr. McDonald advised there is no policy needed and no action is required. Mr. McDonald advised the Records Commission Representatives to use a watermark with FOUO for items that are Confidential For Official Use Only.

Mr. McDonald called upon Mrs. Swartz to share information on upcoming Sunshine Law Training and the upcoming May 16th City of Vandalia Shred Day.

Mr. McDonald advised there is a new law allowing law enforcement agencies to charge fees for body camera footage, with at rate up to \$75.00 per hour of processing, capped at a maximum of \$750 per request.

It was moved by Mrs. Leiter, seconded by Mrs. Hopper, to adjourn the meeting. All members present voted yes. Motion passed 3-0.

The meeting was adjourned at 10:16 a.m.

Gerald McDonald, Acting Chairman

VIRTUAL MEETING POLICY

FOR VANDALIA PUBLIC RECORDS COMMISSIONS

I. Purpose and Scope

The Vandalia Public Records Commission adopts this Virtual Meeting Policy in compliance with Ohio Revised Code 121.221. This policy governs the conduct of virtual meetings for the Commission to enhance accessibility, transparency, and efficiency in public governance.

II. Virtual Meeting Requirements

A. Notice Requirements. If the Chairperson of the Public Records Commission desires a virtual meeting, public notice of a virtual meeting must be provided at least 72 hours in advance. Notice must be given to the public, media outlets that have requested notification, and any other required parties. The notice must include the time and date of the meeting, the agenda, and the method of meeting. It must also provide access information to ensure transparency and public participation.

B. Public Access. All virtual meetings must be accessible to the public in a manner consistent with in-person meetings. The public must be able to clearly observe and hear all members, whether they are attending in person or virtually. To meet this requirement, meetings may be livestreamed via the Internet or made available through other widely used electronic technologies.

C. Voting Procedures. All votes conducted during a virtual meeting must be taken via roll call unless a motion for unanimous consent is adopted. If unanimous consent is granted, the public body must ensure that the final record clearly reflects how each member voted, including any abstentions.

D. Member Participation and Notification. Any member intending to attend a meeting virtually must notify the chairperson at least 48 hours in advance. Members attending virtually must ensure they have a stable internet or electronic connection that allows them to be seen and heard clearly throughout the meeting.

III. Ten Percent Exception

If at least 10% of the members of the meeting body request that an item on the agenda be addressed in an in-person meeting, the chairperson must schedule an in-person meeting for that item. Such a request must be submitted no later than 48 hours before the scheduled meeting.



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

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 Vandalia (Local Government Entity)	Finance Department (Unit/Department)
	Bridgette Leiter
(Signature of Responsible Official)	(Name)
	Finance Director
	(Title)
	10/13/2025
	(Date)

Section B: Records Commission

Vandalia Records Commission		937-898-5891	
		(Telephone Number)	
333 James Bohanan Drive	Vandalia	45377	Montgomery
(Address)	(City)	(Zip Code)	(County)

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

kcarnes@vandaliaohio.org

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

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

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FN-01	Emails/Voicemails/other transient records	Until no longer administratively necessary	Electronic		☐
FN-02	Correspondence/junk mail/bankruptcy Documents/other transient records	Until no longer administratively necessary	Paper/ Electronic		☐
FN-03	Accounts Payable Records Reports, invoices, check copies	3 years provided audited	Paper/ Electronic		☐
FN-04	Accounts Receivable Records Reports, invoices	3 years provided audited	Paper/ Electronic		☐
FN-05	Bank Reconciliations/Statements Deposit Slips	3 years provided audited	Paper/ Electronic		☐
FN-06	Investment Records	3 years provided audited	Paper/ Electronic		☐
FN-07	Purchase Orders/Requisitions	3 years provided audited	Electronic		☐
FN-08	Purchasing Card Statements/Receipts	3 years provided audited	Paper/ Electronic		☐
FN-09	W9's/1099's/Reports	6 years provided audited	Paper/ Electronic		☐
FN-10	Fixed Asset Records	10 years	Paper/ Electronic		☐
FN-11	Records Retention Documents RC1s, RC2s, RC3s	25 years	Paper/ Electronic		☐
FN-12	Monthly Financial Reports	5 years	Paper/ Electronic		☐
FN-13	Public Records Requests	2 years	Paper/ Electronic		☐

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
FN-14	Cash Register Tapes/ Records	3 years provided audited	Paper		☐
FN-15	Sales Tax Records	3 years provided audited	Paper		☐
FN-16	Travel Expense Records	3 years provided audited	Paper		☐
FN-17	Budget Working Papers	5 years	Paper/ Electronic		☐
FN-18	Annual Budget	Permanent	Paper/ Electronic		☐
FN-19	ACFR Working Papers	3 years	Paper/ Electronic		☐
FN-20	County Budget Commission Documents (ex. Certificate of Estimated Resources)	3 years provided audited	Paper/ Electronic		☐
FN-21	Debt Proceedings/Official Statements & Annual Information Filings	Permanent	Paper/ Electronic		☐
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					☐



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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 Vandalia (Local Government Entity)	Payroll Division (Unit/Department)
	Bridgette Leiter
(Signature of Responsible Official)	(Name)
	Finance Director
	(Title)
	10/17/2025
	(Date)

Section B: Records Commission

Vandalia Records Commission		937-898-5891	
		(Telephone Number)	
333 James Bohanan Drive	Vandalia	45377	Montgomery
(Address)	(City)	(Zip Code)	(County)

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kcarnes@vandaliashio.org

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Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.***City of Vandalia****Payroll Division**

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
P-01	Emails/Voicemails/other transient records	Until no longer administratively necessary	Electronic		☐
P-02	Correspondence/junk mail/ other transient records	Until no longer administratively necessary	Paper/ Electronic		☐
P-03	Applications for OPERS Refunds or Waivers	Permanent	Paper/ Electronic		☐
P-04	Annual Reports of Leave Use & Balances	5 Years	Paper/ Electronic		☐
P-05	Bi-weekly Reports of Leave Use & Balances	Until incorporated in annual leave reports	Paper/ Electronic		☐
P-06	Deduction payment checks and reports	6 years	Paper/ Electronic		☐
P-07	Employee Authorization for Direct Deposit	3 years after termination, provided audited	Paper/ Electronic		☐
P-08	Employee Tax Withholding Certificates	3 years after termination, provided audited	Paper/ Electronic		☐
P-09	Employee timesheets	4 years, provided audited	Paper/ Electronic		☐
P-10	Canceled Payroll Checks	2 years, provided audited	Paper/ Electronic		☐
P-11	Garnishment & Court Orders for Payroll Deductions	Until employee terminates or order rescinded	Paper/ Electronic		☐
P-12	Employer Quarterly Federal Tax Return	4 years, provided audited	Paper/ Electronic		☐
P-13	Tax withholding Reports	6 years, provided audited	Paper/ Electronic		☐

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
P-14	Overtime Authorization & Reports	4 years, provided audited	Paper/ Electronic		☐
P-15	Retirement Reports	50 years	Paper/ Electronic		☐
P-16	W-2s	6 years, provided audited	Paper/ Electronic		☐
P-17	W-4 forms	4 years after employee terminates	Paper/ Electronic		☐
P-18	Bi-weekly Payroll Reports	Until incorporated in annual reports	Paper/ Electronic		☐
P-19	Quarterly Payroll Reports	4 years provided audited	Paper/ Electronic		☐
P-20	Annual Payroll Reports	50 years	Paper/ Electronic		☐
P-21	State Income Tax Reports	25 Years	Paper/ Electronic		☐
P-22	Weekly Service Fee Reports	4 years provided audited	Paper/ Electronic		☐
P-23	OPERS Forms	6 years	Paper/ Electronic		☐
P-24	Statement covering employment in a job not covered by SS(SSA-1945)	Until employee terminates	Paper/ Electronic		☐
P-25	Records Retention Documents RC1s, RC2s, RC3s	25 years	Paper/ Electronic		☐
P-26	Overtime Reports	3 Years	Paper/ Electronic		☐



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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 Vandalia		Tax Division	
(Local Government Entity)		(Unit/Department)	
	Bridgette Leiter	Finance Director	10/13/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Vandalia Records Commission			937-898-5891
			(Telephone Number)
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Records Commission Chair Signature

Date

Section C: Ohio History Connection – State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

City of Vandalia

Tax Division

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
TX-01	Emails/Voicemails/Other transient records	Until no longer administratively necessary	Electronic		☐
TX-02	Correspondence/Bankruptcy documents/Court documents/Other transient records	Until no longer administratively necessary	Paper/ Electronic		☐
TX-03	Receipts for Certified Mail	Until no longer administratively necessary	Electronic		☐
TX-04	Taxpayer Letters/Correspondence	Until no longer administratively necessary	Electronic		☐
TX-05	Returned Mail	Until no longer administratively necessary	Paper		☐
TX-06	Withholding monthly/quarterly returns	6 years provided audited	Paper/ Electronic		☐
TX-07	Withholding annual reconciliation returns with W2 forms	6 years provided audited	Paper/ Electronic		☐
TX-08	Tax Returns	6 years provided audited	Paper/ Electronic		☐
TX-09	Declaration of Estimated Tax Returns	6 years provided audited	Paper/ Electronic		☐
TX-10	Refund Forms/Tax Returns filed for Refund	6 years provided audited	Paper/ Electronic		☐
TX-11	Records Retention Documents RC1s, RC2s, RC3s	25 years	Paper/ Electronic		☐
TX-12	Daily Cash Reports/Bank Deposit Slips	Permanent	Paper		☐
TX-13	Daily Cash Reports/ACH	Permanent	Paper		☐

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
TX-14	Daily Non-Cash Reports	3 years provided audited	Electronic		☐
TX-15	Scanned Documents Reports	3 years provided audited	Electronic		☐
TX-16	Electronic Payment Processing Reports	3 years provided audited	Paper/ Electronic		☐
TX-17	E-filed Returns Detail Reports	6 years provided audited	Paper/ Electronic		☐
TX-18	1099s issued/Reports of 1099s issued	6 years	Paper/ Electronic		☐
TX-19	Tenant Lists	6 years	Paper		☐
TX-20	Employee Activity Sheets	2 years	Paper		☐
TX-21	Monthly Balancing Reports	6 years	Paper		☐
TX-22	Annual Balancing Reports/Delinquencies/ Uncollectible Accounts Receivable	6 years	Paper		☐
TX-23	Hotel/Motel Transient Occupancy Tax Forms	5 years Provided audited	Paper		☐
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					☐



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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 Vandalia (Local Government Entity)	Utilities Division (Unit/Department)
	Bridgette Leiter
(Signature of Responsible Official)	(Name)
	Finance Director
	(Title)
	10/17/2025
	(Date)

Section B: Records Commission

Vandalia Records Commission		937-898-5891	
		(Telephone Number)	
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Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

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

City of Vandalia (Local Government Entity)		Utilities Division (Unit/Department)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
WS-01	Emails/Voicemails/other transient records	Until no longer administratively necessary	Electronic		☐
WS-02	Correspondence/junk mail/ other transient records	Until no longer administratively necessary	Paper		☐
WS-03	Checks electronically sent to the bank	60 days if no longer needed	Paper		☐
WS-04	Adjustments	3 years provided audited	Paper		☐
WS-05	Assessments	3 years provided audited	Paper		☐
WS-06	Automatic Payment Batches	3 years provided audited	Paper		☐
WS-07	Returned Checks/ACH/letters	3 years provided audited	Paper/ Electronic		☐
WS-08	Deposit Waiver Letters	3 years provided audited	Paper/ Electronic		☐
WS-09	Finals	3 years provided audited	Paper		☐
WS-10	Maintenance – Billing Records	3 years provided audited	Paper/ Electronic		☐
WS-11	Monthly Cash Receipt Journals	3 years provided audited	Paper/ Electronic		☐
WS-12	New Add Accounts	3 years provided audited	Paper		☐
WS-13	New Installations	3 years provided audited	Paper		☐

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
WS-14	New Resident Reports	3 years provided audited	Paper		☐
WS-15	Receipt Books	3 years provided audited	Paper		☐
WS-16	Refund Records	3 years provided audited	Paper/ Electronic		☐
WS-17	Service Orders	3 years provided audited	Paper/ Electronic		☐
WS-18	Shut Off Lists	3 years provided audited	Paper/ Electronic		☐
WS-19	Trash – New Customers	3 years provided audited	Paper/ Electronic		☐
WS-20	Water Bill Stubs	3 years provided audited	Paper/ Electronic		☐
WS-21	Monthly Billing Journals	10 Years	Paper/ Electronic		☐
WS-22	Deposit Records	3 years after refunded	Paper/ Electronic		☐
WS-23	Records Retention Documents RC1s, RC2s, RC3s	25 Years	Paper/ Electronic		☐
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					☐
					☐