

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 proosing 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