

**MEDINA TOWNSHIP RECORDS
COMMISSION MEETING 6:45 PM
SEPTEMBER 30, 2021**

- I. ROLL CALL**
- II. RECORDS RETENTION DISCUSSION**
- III. APPOINTMENT OF A RECORDS CUSTODIAN**
- IV. PUBLIC COMMENT**
- V. ADJOURN**

ENTITY NAME: Medina Township

MINUTES TITLE: September 30, 2021, Records Commission Meeting

BOARD NAME: Records Commission

TYPE OF MEETING: Annual Records Commission

VOTING SESSION: No

DATE: 9/30/2021

START TIME: 6:47 pm

END TIME: 6:49 pm

MEETING LOCATION: Medina Township Hall

RECORD OF PROCEEDINGS:

CALLED TO ORDER BY: Mr. Mike Stopa

RECORD OF PROCEEDINGS

BOARD MEMBERS ROLL CALL

| NAME | PRESENT |
|---------------------------------------|---------|
| Mr. Michael Stopa – Chairman, Trustee | Present |
| Mrs. Angela Ventura – Fiscal Officer | Present |

IN ATTENDANCE

| NAME | VISITOR/EMPLOYEE | COMMENTS |
|-----------------------------|------------------|---------------------|
| Nick Dominguez | Employee | |
| Alliss Strogan | Employee | |
| Denny Miller | Employee | |
| Elaine Ridgley | Employee | |
| Krissy Moore | Employee | |
| Sign in sheet for visitors. | Visitor | Attached to Minutes |

RECORDS RETENTION DISCUSSION

| | |
|----------------------------------|--|
| OPENING STATEMENT | Mr. Stopa stated that this is an annual meeting to apply the Townships' records retention policy to determine what public records must be kept and which can be disposed of. |
| STATEMENT 0:26 minutes | Mike Stopa: A motion was made to dispose of forty-five (45) boxes of Townhall records based on the Townships' records retention policy. A two (2) page document of the records being disposed of was presented with the motion. |
| Agreement by Board Member | Mrs. Ventura Yes |
| DISCUSSION | Mr. Stopa thanked Mrs. Moore for amassing the 45 boxes of Townhall records. |

| | |
|----------------------------------|--|
| STATEMENT 1:26 minutes | Mike Stopa: A motion was made to dispose of Police Department records based on the Townships' records retention policy. An eight (8) page document of the records being disposed of was presented with the motion. |
| Agreement by Board Member | Mrs. Ventura Yes |
| DISCUSSION | Mr. Stopa stated that the records being disposed of are based on the Police Department's records retention policy. Mr. Stopa also thanked Sergeant Mangel and Mrs. Rodman-Sopata for amassing the Police Department records. |

APPOINTMENT OF RECORDS CUSTODIAN

| | |
|----------------------------------|--|
| STATEMENT 2:25 minutes | Mike Stopa: A motion was made to appointment Nick Dominguez as the Medina Township Records Custodian. |
| Agreement by Board Member | Mrs. Ventura Yes |

PUBLIC COMMENT

| |
|---|
| Mr. Stopa asked if anyone present wished to provide public comment. No public comment was made. |
|---|

ADJOURN

| | |
|----------------------------------|---|
| STATEMENT 2:50 minutes | Mike Stopa: A motion was made to adjourn the Medina Township Records Commission. |
| Agreement by Board Member | Mrs. Ventura Yes |

NEXT SCHEDULED MEETING

| | |
|-----------------|-------------------------|
| TYPE OF MEETING | Regular Trustee Meeting |
| DATE | 9/30/2021 |
| TIME | 7:00 pm |
| LOCATION | Township Hall |
| COMMENTS | |

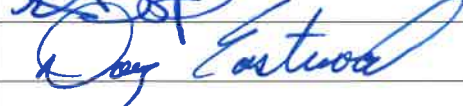
MINUTES PREPARED BY

| | | |
|----------------|-----------|------------|
| Name | TITLE | DATE |
| Nick Dominguez | Secretary | 11/15/2021 |

ATTESTED BY

| | | |
|--|----------------|------------|
| SIGNATURE  | TITLE | DATE |
| | Fiscal Officer | 11/24/2021 |

BOARD/COUNCIL CERTIFIED

| | | |
|---|---------------|------------|
| SIGNATURE | TITLE | DATE |
|  | Chairman | 11/24/2021 |
|  | Vice Chairman | 11/24/2021 |
| | Trustee | 11/24/2021 |

| Schedule Number | Record Title and Description | Retention Period | Media to destroy | 45 boxes to shred |
|-----------------|--|--|-------------------------|---|
| ADM-003 | Agendas Records Documenting Items To Be Discussed During A Meeting | 2 years | All | Meeting agendas 2016-2018, Jan & Feb 2019 |
| ADM-007 | Annual Financial Reports To Auditor Of State | 25 years | All | Financial Reports to Auditor of State 1960-1974 |
| ADM-010 | Applications For Employment | Retain with Personnel Record if employed otherwise destroy after 2 years | All | Applications for Service Dept. 2016 |
| ADM-011 | Appropriations Ledgers Receipt And Expenditure Records Contains who the funds are for, for what purpose, when available, year available, amount, and where funds came from | 5 fiscal years, provided audited | All | Medina Township Appropriations Ledgers 2002-2005 |
| ADM-012 | Audit Reports | 5 fiscal years | All | Audit agreement C.E. Harris 2004-2007 |
| ADM-013 | Bank Deposit Slips | 4 fiscal years, provided audited | All | Jan-Dec 2000 |
| ADM-014 | Bank Statements (Reconciliations) | 4 fiscal years, provided audited | All | Bank Rec. C.E. Harris 2007, National City 2000-2003 |
| ADM-016 | Bids (Unsuccessful) Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided, and penalties for non-completion. | 3 fiscal years, provided audited | All | 2014- 16 Bids Medina Township Police Project , Road Salt Bid Packets 2004, 16 Bid Packets for ODOT Pavement Repair/Asphalt Resurfacing 2015-2016, James Ferrier Roofing 2008, 2 Soniclear quotes (2015) |
| ADM-019 | Budgetary And Fiscal Work Sheets | 3 fiscal years, provided audited | All | Annual Budget for the year commencing Jan 1, 2005 |
| ADM-029 | Construction Files Arranged chronologically. Contains records relating to complete building or road constructions, improvements, bids, specifications, inventories, and contracts. | 15 years after construction is complete | All | 2004-2005 Fema Ice damage repair list, Emergency Debris Management Site Certification Form, 2005 Ohio Emer. Mngt. Agency Disaster Relief Recovery Branch, Public Assistance Handbook, 2 Cd 's Fema Policy Guides 2005 |
| ADM-030 | Contracts And Agreements | 8 years after expiration of contract, | All | Contract W. Parker Browne, dated 2004 to shred, Lawn Maintenance Contracts 2007-2011, OH State Board of Pharmacy 2010, 2012, Road Salt 2007-2012 Contracts, Ohio Billing Agree. 2013, Nextel Cell Phone Contract/Order 2004, 2004 Contract with Alber Excavating Barn on Twsp. Property Weymouth & Fenn, Ballfield Contract w/Medina City Feb-Mar 2012, Verizon Contract 2004, Heavy Duty Rescue Vehicle 2004 |
| ADM-031 | Correspondence | 2 fiscal years | All | Office Correspondence from 2000-2018 |
| ADM-035 | Equipment Missed, Damaged, Destroyed Contains description of equipment, facts of incident, and date | 2 years, provided audited | All | 17 IBM 3.5" Diskettes Formatted 2000, 2001, 2002, 2003, 2006 Inventory and backups, 12-Diskettes 1998-2005 |
| ADM-039 | Insurance Policies | 8 years after expiration of contract, | All | 1996 Homestead Insurance Guide and Outline to shred 2008-2012 Otarma Insurance Renewal |

| | | | | |
|---------|--|---|--------------|---|
| ADM-044 | Memorandums | Until no longer of admin. value | All | 2011 Ohio Sunshine Laws Paper Manual, Postage record 1-2011 to 12-2013, 2 Phone Message Books 5/3/2013 to 8/1/2016, Cost of Services Study 2001, Employee Handbook 2007-2015, Medina Township Job Descriptions Drafts and Originals 2009, 1 box of Business Cards (Amanda Trzaska, 1 public Telephone directory, Stop Sign Study 2011, 2014 Health Insurance Surveys (all copies), Traffic Analyzer Study (Copy) 2003, Public Records Requests 2000-2017, Census Bureau BAS Guide Book 2008 and 2010 Disc |
| ADM-046 | Pay-In Orders (Receipts) | 3 years, provided audited | All | Employee Receipts to shred 1998-2001 |
| ADM-048 | Payroll Records (Biweekly Records) | 3 fiscal years, provided audited | 2004 to 2017 | Bi-Weekly Payroll Ready to Shred January 2004-December 2017 Payroll Cancelled Checks Ready to Shred from 1-11-08 to 12-26-08 Ck# 11679-12643, 1-9-09 to 6-26-09 Ck# 12644 -13147 |
| ADM-049 | Permits And Licenses | 1 year after expiration, provided audited | All | License Plate Renewels 2015-2017 |
| ADM-052 | Publications Of The Township | Permanent, retain 2 copies | All | Medina Township Hometown News 2 extra copies 2015, 1 extra copy 2012 |
| ADM-053 | Requisitions (Invoices; Purchase Orders) | 3 fiscal years, provided audited | All | Invoices 2012-2014, 2001-2004 PO Status, PO's, Super Blankets, Then & Nows Jan-Dec 2014, Accounts Payable 2013-2017, PO's, Blankets, Super Blankets, Then & Nows 2015 2017 |

AD

Reports/paperwork etc for destruction per retention policy

Traffic citations

2014

2015

2016

2017

Misdemeanor incident case files including Juv. arrests

2003 Mar – May, Oct. – Dec.

2002-2014 various copies of case files

2006 Aug. – Nov

2007 Jan - Feb

Correspondences/Drafts/informal notes/unsolicited

2013, 2014, 2015 and 2016 misc. memos

2016 misc. faxes

2011-2015 background checks (for other PDs)

Accident files

2003 Jan - Dec

SA Mangel #157



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localnrc@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

| | | | |
|---|----------------|-------------------|--------|
| Medina Township | | Police Department | |
| (Local Government Entity) | | (Unit) | |
|  | Angela Ventura | Fiscal Officer | 1/9/20 |
| (Signature of Responsible Official) | (Name) | (Title) | (Date) |


Section B: Records Commission

See ORC 149.38 - ORC 149.412 for Records Commission information

| | | | |
|-------------------|--------------------|--------------------|----------|
| Medina Township | Records Commission | 330-725-5713 | |
| | | (Telephone Number) | |
| 3799 Huffman Road | Medina | 44256 | Medina |
| (Address) | (City) | (Zip Code) | (County) |

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, 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.

| | |
|---|----------|
|  | 1/9/2020 |
| Records Commission Chair Signature | Date |

Section C: Ohio History Connection - State Archives

| | | |
|---|------------------------------------|-----------|
|  | Local Government Records Archivist | 1/16/2020 |
| Signature | Title | Date |

Section D: Auditor of State

| | | |
|---|-------------|---------|
|  | Records Mgr | 1-27-20 |
| Signature | Title | Date |

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

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

See instructions before completing this form.

| Medina Township | | Police Department | | | |
|---------------------------|---|--|-------------------|---|---------------------------------------|
| (Local Government Entity) | | (Unit) | | | |
| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or LGRP | (6) RC-3 Required by LGRP |
| POL-001 | Accident Files | 5 years, provided no legal action | All | | <input type="checkbox"/> |
| POL-002 | Activity Sheets Officer patrol logs | 2 years | All | | <input type="checkbox"/> |
| POL-003 | Animal Control Records | 2 years | All | | <input type="checkbox"/> |
| POL-004 | Arrest Cards Contains all information on arrest including date, time, offense, officer, name of subject, location, and disposition | Until age 80 years or deceased | All | | <input type="checkbox"/> |
| POL-005 | Bicycle Theft Logs | 3 years | All | | <input type="checkbox"/> |
| POL-006 | Breathalyzer Records OAC 3701-53-01 | 3 years, provided no legal action | All | | <input type="checkbox"/> |
| POL-007 | Child Abuse Case Records | 26 years, provided no legal action | All | | <input type="checkbox"/> |
| POL-008 | Complaint Reports Against Employees (Signed) Complaints filed by citizens | 5 years, provided no legal action / admin. Value | All | | <input type="checkbox"/> |
| POL-009 | Complaints (Anonymous) | 6 months, provided no legal action / admin. Value | All | | <input type="checkbox"/> |
| POL-010 | Complaint Reports | 2 years, provided no action pending | All | | <input type="checkbox"/> |
| POL-011 | Constable Case Files (Drunk Driving Case Files; T 21.10) | Permanent | All | | <input type="checkbox"/> |

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

See instructions before completing this form.

Medina Township

Police Department

(Local Government Entity)

(Unit)

| | | | | | |
|---------|--|---|-----|--|--------------------------|
| | Court files of drunk driving cases including Alcohol Influence Reports, Breath Test Results, Statements of Facts by Arresting Officers, Accident Reports, and Driving Records. | | | | |
| POL-012 | Constable Records (Complaint Reports) Appraise for historical value. Contains complaint reports made to the township constable, showing name and address of complainant, nature of complaint, results of investigation, and name of investigating constable. | Until no longer of admin. value | All | | <input type="checkbox"/> |
| POL-013 | Correspondence Drafts/Informal Notes/Unsolicited | Retain until no longer of admin. value, and no legal action | All | | <input type="checkbox"/> |
| POL-014 | Correspondence – Executive | 2 years provided no longer of admin. value, and no legal action | All | | <input type="checkbox"/> |
| POL-015 | Correspondence – General Includes information concerning the general administration of the Township. Includes, but is not limited to projects, fiscal and personnel matters that may be received from either an external or internal source | 4 years provided no longer of admin. value, and no legal action | All | | <input type="checkbox"/> |
| POL-016 | Correspondence – Transient These records include unsolicited correspondence, unsolicited mail, unsolicited e-mail, some personal correspondence, and similar communications. | Retain until no longer of admin. value, and no legal action | All | | <input type="checkbox"/> |
| POL-017 | Criminal/Offense Case Files – Misdemeanors | 3 years provided no | All | | |

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

See instructions before completing this form.

Medina Township

Police Department

(Local Government Entity)

(Unit)

| | | | | | |
|---------|--|--|---|--|--------------------------|
| | | longer of admin. value, and no legal action | | | <input type="checkbox"/> |
| POL-018 | Criminal Case Files – Felonies 26 years if the crime is prosecuted • All crimes of violence, all homicides, all felony cases, both solved and unsolved | Permanent if case involves a homicide. 50 years or until Statute of Limitations on the crime expires | All | | <input type="checkbox"/> |
| POL-019 | Cruiser Camera Recordings (Per Ohio State Highway Patrol) If multiple agencies are involved in a joint operational detail (e.g. DEA, FBI, Police, Sheriff), contact each agency to ensure the recording will not be needed. | 60 days provided no legal action | All | | <input type="checkbox"/> |
| POL-020 | Employee Discipline Action/Shift Counsel 3 years if repeat offense within the year | 1 year if no repeat offenses within the year | All | | <input type="checkbox"/> |
| POL-021 | Fingerprints This record does not apply to juveniles | Until age 80 years or deceased | Audited means: the years encompassed by the records have been audited by the Auditor of State and the Audit report has been released pursuant to Sec. 117.26 O.R.C. | | |
| POL-022 | Firearm Records And Inventories | 3 years, provided audited | | | <input type="checkbox"/> |
| POL-023 | Incident Logs (Police Logs) 26 years if the incident is a felony Contains dispatch time, arrival on scene time, location, dates, total time, officer, parties seen, and reason for run | 7 years provided no legal action | All | | <input type="checkbox"/> |

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

See instructions before completing this form.

| Medina Township | | Police Department | | | |
|---------------------------|--|---|-----|--|--------------------------|
| (Local Government Entity) | | (Unit) | | | |
| POL-024 | Junk Vehicle Cards | 2 years after sale or other Disposition | All | | <input type="checkbox"/> |
| POL-025 | Juvenile Arrest Contains all information on arrest including date, offense, officer, charge, disposition, name of subject, address, and social security number. | Until age 21 years | All | | <input type="checkbox"/> |
| POL-026 | Memos – Published | 6 months provided no longer of admin. value | All | | <input type="checkbox"/> |
| POL-027 | Missing Person Reports Retain until missing person is found, if person is found alive | Permanent if person not found or found dead | All | | <input type="checkbox"/> |
| POL-028 | Policies And Procedures | Retain until superseded version is adopted | All | | <input type="checkbox"/> |
| POL-029 | Polygraph Records (Per Ohio State Highway Patrol) | 10 years, provided no legal action | All | | <input type="checkbox"/> |
| POL-030 | Radio/Phone Calls Audio Recording Tapes (Per Ohio State Highway Patrol) Retain until criminal, civil, and/or administrative proceedings (including appeals) are complete (audio recordings of major incidents or records that are subpoenaed) In special cases, retain as long as required for legal purposes, historical value, and training purpose | 1 month before erasure/reuse (routine phone and radio messages) | All | | <input type="checkbox"/> |
| POL-031 | Recovered Property Records | Permanent | All | | <input type="checkbox"/> |
| POL-032 | Road Logs Contains all information on messages, runs, time in and pending out. | 5 years, provided no legal action | All | | <input type="checkbox"/> |

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

See instructions before completing this form.

Medina Township

Police Department

(Local Government Entity)

(Unit)

| | | | | | |
|---------|--|--|-----|--|--------------------------|
| | company responding, operator, dates, who made calls, and action taken | | | | |
| POL-033 | Seized Firearm Records And Inventories | Permanent | All | | <input type="checkbox"/> |
| POL-034 | Subpoenas, Summonses, And Warrants | Move to relevant case file | All | | <input type="checkbox"/> |
| POL-035 | Traffic Crash Reports Original copy of accident report completed by officer. Includes date, time, owners, vehicles, injuries, and citations issued, transmitted to case file and/or State as appropriate | Move to relevant case file | All | | <input type="checkbox"/> |
| POL-036 | Traffic Citations Contains violation, date, time, vehicle, owner, officer, and offense. | 3 years provided audited and no legal action | All | | <input type="checkbox"/> |
| POL-037 | Training Materials Files Combine with training records | Permanent. Merge with personnel records | All | | <input type="checkbox"/> |
| POL-038 | Training Records Combine with training materials | Permanent. Merge with personnel records | All | | <input type="checkbox"/> |
| POL-039 | Transient Vendor Documents | Retain until no longer of admin. value | All | | <input type="checkbox"/> |
| POL-040 | Vacation House Check Records Contains house address, date leaving, date returned, cars and lights | 30 days after owner's return | All | | <input type="checkbox"/> |
| POL-041 | Vehicle Impound Records Contains date of tow, complaint, time, tow company, officer responding, release date, lot towed to, and signatures | 3 years provided no legal action | All | | <input type="checkbox"/> |

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

See instructions before completing this form.

| Medina Township | | Police Department | | | |
|-----------------------------|--|----------------------------------|-----|--|--------------------------|
| (Local Governmental Entity) | | (Unit) | | | |
| POL-042 | Vehicle Maintenance Reports Contains vehicle, type of repair, date done, mileage of vehicle, dates of oil changes, name of company and person doing repair | Life of vehicle | All | | <input type="checkbox"/> |
| POL-043 | Body-Worn Camera Recordings If multiple agencies are involved in a joint operational detail (e.g. DEA, FBI, Police, Sheriff), contact each agency to ensure the recording will not be needed | 60 days provided no legal action | All | | <input type="checkbox"/> |

MEDINA TOWNSHIP

RECORDS COMMISSION MEETING

MEETING HELD 9-30-2021

NAME

ADDRESS

COM RUPANOVIC

404 W DFLINIAZ CT.

Tim Briel

310 D. BROADWAY ST MEDINA

Allias Strogen

Maria Spolitta
Claire Hays

Pearl Rd Medina
NJ