



January 15, 2026

I would like to make a motion to approve the following Records Commission Meeting Minutes:

DATE: December 18, 2025

RECORDS COMMISSION MEETING  
IN ATTENDANCE WERE TRUSTEE:

JOHNSON

AND FISCAL OFFICER SYMONDS

APPROVED BY MEDINA TWP. TRUSTEES

Date: 01/15/2026

Trustee Chm.:

Trustee:

Trustee:

**MEDINA TOWNSHIP RECORDS COMMISSION  
MEETING - 3:30PM  
December 18, 2025**

- 1. ROLL CALL - PLEDGE - MOMENT OF SILENCE**
- 2. RECORD RETENTION REVIEW**
- 3. ADJOURNMENT**

**Medina Township Trustees Records Commission Meeting  
December 18, 2025 @ 3:30 pm**

Mr. Johnson: "Good evening. I'd like to call to order this Medina Township Trustees Records Commission Meeting. The time is 3:32 pm. The date is December 18, 2025. Can I please get a roll call?"

Mr. Johnson – Here, Mr. Symonds – Here

Mr. Johnson read the following aloud:

"This meeting was properly noticed and is open to the public.

Since not all members of the Board of Trustees are present today, this meeting will proceed as a meeting of the Medina Township Records Commission.

The purpose of this meeting is to review and authorize the destruction of certain Township records in accordance with the approved Records Retention Schedule and Ohio law. The records presented for review today represent only those record series that have been fully reviewed and confirmed as eligible for destruction at this time. Additional records remain under review and will be brought forward to the Records Commission for consideration at future meetings as that review is complete."

For a detailed list of eligible records, see the attached document.

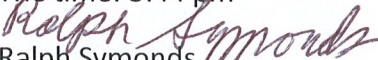
(No records will be destroyed until the state approves.)

Mr. Johnson made a motion to accept these documents for review of destruction. Mr. Symonds seconded the motion. The motion carried as follows: Mr. Johnson: Aye, Mr. Symonds: Aye.



**Adjournment**

Mr. Johnson made a motion to adjourn the meeting. Mr. Symonds seconded the motion. The motion carried as follows: Mr. Johnson: Aye, Mr. Symonds: Aye.

The time: 3:44 pm

  
Ralph Symonds

Fiscal Officer

APPROVED BY MEDINA TWP. TRUSTEES  
Date 01-15-2026  
Trustee Chm.   
Trustee   
Trustee Doug Esterwood



12/18/2025

I would like to make a motion to authorize the destruction of the Administration Department records, which have met their required retention periods in accordance with the approved Medina Township Records Retention Schedule, and to permit destruction in January 2026 as presented in the attached one (1) page document.

**APPROVED BY MEDINA TWP.  
TRUSTEES**

**Date: 12-18-2025**

**Trustee Chm.:** 

**Trustee:**

**Trustee:**

*Ralph Symonds  
Fiscal Officer*

## RECORDS PROPOSED FOR DESTRUCTION – JANUARY 2026

### ADMINISTRATION DEPARTMENT

The following records have met or exceeded their required retention periods under the approved Medina Township Records Retention Schedule and are eligible for destruction:

- **ADM-008 – Annual Inventories**  
Years: **2014–2022**  
Retention: **3 years**
- **ADM-013 – Bank Deposits**  
Years: **2014–2021**  
Retention: **4 years**
- **ADM-014 – Bank Reconciliations**  
Years: **2014–2021**  
Retention: **4 years**
- **ADM-031 – Correspondence**  
Years: **2003–2023**  
Retention: **2 years**

All records listed above have satisfied their required retention periods and are not subject to any pending litigation, audit, public records request, or legal hold.

APPROVED BY MEDINA TWP. TRUSTEES

Date 12-18-2025

Trustee Chm. [Signature]

Trustee [Signature]

Trustee \_\_\_\_\_

X Ralph Symonds  
Fiscal officer



## ***Medina Township Police Department***

4877 Fenn Road, Medina, Ohio 44256

Non-Emergency Dispatch 330-723-5191

Station Phone 330-723-1408 — Station Fax 330-591-9922

<http://mtpd.medinatownship.com/>



***John W. Minek, Chief of Police***

### **Record Destruction Request – Water Damage**

In the summer of 2024, a malfunction of the air conditioning condensate drain caused water to overflow into the records storage area. This incident resulted in significant water damage to historical police records.

As a consequence of the exposure, numerous records became unreadable or partially unreadable, while others developed mold contamination. The presence of mold creates a documented health risk to personnel and renders safe handling and long-term storage impractical.

An assessment was conducted in an attempt to preserve and salvage the affected records; however, the extent of the damage made restoration infeasible. As a result, the records no longer serve their intended purpose and cannot be safely retained.

All records listed below have met or exceeded the minimum retention requirements established by the Ohio Records Retention Schedule for Law Enforcement (RC-2) and applicable Ohio Revised Code provisions.

Therefore, we respectfully request approval from the Board of Trustees for the destruction of the following records that were damaged beyond recovery:

#### **Records Requested for Destruction (With Retention Authority)**

- 2019 Reports (RC-2: Incident/Offense Reports – Retain 6 years): Case numbers #6230 – #6599 – all investigative case files
- 2003 Reports (RC-2: Incident/Offense Reports – Retain 6 years): Case numbers 03-01 through 03-650
- Archived Records (1984 – 1992) (RC-2: Case Files / Administrative Records – Retention satisfied): Includes OVI cases, Domestic Violence cases, fingerprint cards, and Medina Township Police Department policy and procedure documents
- Juvenile Investigative and Case Files (1991 – 2002) (RC-2: Juvenile Case Records – Retain until subject reaches age 28): Includes associated VHS tapes and cassette recordings
- 2004 Juvenile Case Files (RC-2: Juvenile Case Records – Retention satisfied)
- 2004 Case Files (RC-2: Incident/Offense Reports – Retain 6 years): Case numbers 001 – 650
- Detective Case Files – 1993 and 1994 (RC-2: Investigative Case Files – Retention satisfied)
- 2002 Case Files and Reports (RC-2: Incident/Offense Reports – Retain 6 years)
- 2007 Case Files and Reports (RC-2: Incident/Offense Reports – Retain 6 years): Case numbers 01 – 50 and 426 – 625
- 2019 Case Files and Calls for Service (RC-2: Calls for Service – Retain 3 years): Case numbers 6548 – 7000
- Specific Investigative Cases (RC-2: Investigative Case Files – Retention satisfied): 2001-74-04, 2002-53-04, 2002-12-05, 04-452, 99-41-02, 99-29-05, 99-51-01, 2001-20-18, 2001-68-08, 2010-303, 2003-90, 2002-45-03



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**John W. Minek, Chief of Police**

- 2000 Investigative Case Files (RC-2: Investigative Case Files – Retention satisfied): Including OVI and Domestic Violence cases
- FM (Field Management) Checks (RC-2: Field Contacts – Retain 2 years): Numbers 1500 – 2100

All records listed above are eligible for destruction pursuant to Ohio Revised Code §149.38 and the approved Ohio RC-2 Records Retention Schedule for Law Enforcement agencies.

APPROVED BY MEDINA TWP. TRUSTEES

Date 12-18-2025

Trustee Chm. \_\_\_\_\_

Trustee Bruce Stewart

Trustee \_\_\_\_\_

x Ralph Simmons  
Fiscal Officer

