

**CITY OF DELAWARE
RECORDS COMMISSION
MEETING TO BE HELD VIRUTALLY VIA CISCO WEBEX
4:30 P.M.**

AGENDA

June 17, 2020

1. Roll Call
2. Approval of the Motion Summary for the meeting held December 16, 2019 as recorded and transcribed.
3. Consideration of one-time destruction approval for Tax Records damaged from flooding
4. Discussion regarding scanning of finance department records
4. Member Comments
5. Next Meeting Date: To Be Established
6. Adjournment

**RECORDS COMMISSION
MOTION SUMMARY
December 16, 2019**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 10:39 p.m.

Members Present: Michele Richards, Dean Stelzer, Finance Director and Tom Homan, City Manager

Members Absent: Darren Shulman, City Attorney

ITEM 2. Approval of the Motion Summary for the meeting held November 19, 2018, as recorded and transcribed.

Motion: Ms. Richards moved to approve the Motion Summary from November 19, 2018, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 3. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

Motion: Ms. Richards motioned to approve the retention schedule as submitted, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 4. Review of Proposed Changes to the Current Schedules of Retention and Disposition for Oak Grove Cemetery

Motion: Ms. Richards motioned to approve the retention schedule as submitted, seconded by Mr. Stelzer. Motion approved by a 3-0 vote.

ITEM 5. Member Comments

ITEM 5. Next Meeting Date: To Be Established

It was discussed having a meeting towards the beginning of summer.

ITEM 8. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 10:51 a.m.

Chairman

Elaine McCloskey, Clerk



To: City of Delaware Records Commission
From: Lory Johnson, Income Tax Administrator
Subject: damage to income tax records
Date: May 26, 2020

Members of the Records Commission,

On Tuesday May 19th it was discovered that heavy rains and flooding in Downtown Delaware had reached the basement of City Hall, damaging thirty of the 160 boxes of income tax records stored there. Income tax records are kept for six years before being destroyed, however, due to the expense involved to properly restore these records, I am requesting the records commission approve destruction of these records prior to their scheduled destruction date.

Income tax records aren't stored by record type, only process date, therefore the damaged records include a variety of document types, mostly payment receipts and tax returns. The records to be destroyed are all more than three years old. These records have already been through both internal audits by department staff and external audits by third parties hired to report their findings to the State auditor. These records are not likely to be needed again.

Attached to this memo is an email from the Ohio Historical Society, confirming that with your approval, the records may be destroyed. Also attached is the RCI form needed as part of the document destruction process. It details the time periods for which records are being destroyed. Going forward, we are reviewing options for secure offsite storage so that this problem never happens again.

Thank you,

Lory 



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 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

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – 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

CITY OF DELAWARE, OHIO

INCOME TAX DEPARTMENT

(Local Government Entity)

(Unit)

LORY JOHNSON

INCOME TAX ADMINISTRATOR

5/27/20

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

CITY OF DELAWARE

INCOME TAX DEPARTMENT

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by Auditor of State or LGRP
INCOME TAX	May 28, 2014 through June 17, 2014	PAPER	N/A	
INCOME TAX	July 11, 2014 through July 21, 2014	PAPER	N/A	
INCOME TAX	February 10, 2015 through May 1, 2015	PAPER	N/A	
INCOME TAX	August 19, 2015 through September 17, 2015	PAPER	N/A	
INCOME TAX	January 21, 2016 through February 23, 2016	PAPER	N/A	
INCOME TAX	June 1, 2016 through June 23, 2016	PAPER	N/A	
INCOME TAX	October 13, 2016 through November 1, 2016	PAPER	N/A	
INCOME TAX	March 28, 2017 through April 25, 2017	PAPER	N/A	

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

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Section E: Table of Records to be Disposed

CITY OF DELAWARE

INCOME TAX DEPARTMENT

(Local Government Entity)

(Unit)

Lory Johnson

From: Amanda Rindler <ARindler@ohiohistory.org> on behalf of localrecs <localrecs@ohiohistory.org>
Sent: Tuesday, May 26, 2020 9:29 AM
To: Lory Johnson
Subject: Re: retention of damaged records

Hi Lory,

I'm sorry to hear about your flooding.

The [Northeast Document Conservation Center \(NEDCC\)](#) is a nonprofit organization that publishes great resources for dealing with issues like these. Their online preservation [leaflets](#) contain step by step instructions for records emergency management. The [American Institute for Conservation of Historic and Artistic Works](#) has a [Field Guide to Emergency Response](#) videos and other [resources](#) available to help in your effort. We have also compiled some [advice and resources](#).

Your safety and the safety of your staff are paramount. In the event of a disaster, your records commission will need to weigh the possible health concerns and the resources needed to recover the records versus the administrative, legal, fiscal and historical value of the records. If your records commission decides that the records are beyond help, you may destroy them, and document their destruction with an [RC-1 or RC-3 form](#). These forms can be found at www.ohiohistory.org/lgrforms.

If the records are on an Records Retention Schedule (RC-2) form and have met their retention, you can destroy them using an RC-3. Otherwise, we would recommend using an RC-1 to document early destruction or destruction of records not on the RC-2. This form would need to go through the records commission.

I hope this helps. Please let me know if you have any questions or need anything else.

Have a great day!
Amanda

From: Lory Johnson <ljohnson@delawareohio.net>
Sent: Tuesday, May 26, 2020 9:10 AM
To: localrecs <localrecs@ohiohistory.org>
Subject: retention of damaged records

Good morning,

We recently experienced severe flooding in the space where some of our older income tax records are stored. As a result, we have damaged records. Is there a policy or guideline regarding early destruction of records that are damaged?

Thank you,

Lory Johnson
Income Tax Administrator
City of Delaware, Ohio

phone 740-203-1229
fax 740-203-1249

