

Monclova Township – Village of Whitehouse
Joint Economic Development District I

December 12, 2012 – 3:45 PM
Monclova Township Administration Building/Meeting Room
4335 Albon Road, Monclova, OH 43542

Chairman James Lindsay called the meeting of the Monclova Township – Village of Whitehouse Joint Economic Development District I Records Commission to order at 3:45 PM pursuant to the meeting notice.

Members Present: Mr. Lindsay, JEDD I Chair; Mr. Davis, Village of Whitehouse Solicitor; Mr. Daugherty, Village of Whitehouse Administrator; and Kathleen Stewart Kuns, JEDD I Recording Secretary
Absent: Walter J. Celley, Monclova Township Law Director

The purpose of this meeting was to review the draft R-2 Records Retention (State of Ohio's form) and make changes per Elizabeth Lombardo, Ohio Historical Foundation:

Mr. Davis reviewed the modifications:

- Delete reference to Email as this is a media form and not actually a record
- "correspondence" should have more detail for purposes of three different types of records-reflecting transient, general and substantive
- "Records Retention Policy" OK as is, but should add Retention Schedule as permanent

Brief discussion;

MOTION: Mr. Davis moved, Mr. Daugherty seconded the motion to approve the Records Retention Schedule as amended.

YES: Mr. Lindsay, Mr. Davis, Mr. Daugherty and Ms. Kuns

As no further business was brought before the Board, Chairman Lindsay adjourned the meeting with all those present voting yea.

Accepted on behalf of the JEDD I Records Commission.

KS Kuns

12-12-2012 Date

Official Minutes will hold a signature on the above line

**2012-2 MONCLOVA TOWNSHIP
JOINT ECONOMIC DEVELOPMENT DISTRICT I
PUBLIC RECORDS POLICY**

PUBLIC RECORDS MISSION STATEMENT

Openness leads to a better informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the intent of the Monclova Township Joint Economic Development District I (MTJEDD I) to comply with and abide by the spirit and the letter of Ohio's Public Records Act.

DEFINING PUBLIC RECORDS

All records kept by the MTJEDD I are public unless they are exempt from disclosure under Ohio law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

A record is defined to include the following: A document in any format – paper or electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the MTJEDD I that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

RESPONSE TIMEFRAME

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

It is the goal of the MTJEDD I that all requests for public records should be acknowledged in writing or, if possible, satisfied within three (3) business days following the office's receipt of the request.

HANDLING REQUESTS

No specific language is required to make a request for public records. However, the requester must at least identify the records requested with sufficient clarity to allow the office to identify, retrieve, and review the records. If it is not clear what records are being sought, the office must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its public records.

A person making a request for public records does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. The law does permit the office to ask for a written request, the requester's identity, and/or the intended use of the information requested, but only (1) if a written request or disclosure of identity or intended use would benefit the requester by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; and (2) after telling the requester that a written request is not required and that the requester may decline to reveal the requester's identity or intended use. In the interest of orderly and accurate information of this Policy, it is the policy of the MTJEDD I that records requests should be in writing and that the requester should provide his or her identity and the intended use of the requested public record.

In complying with a request, the MTJEDD I does not have an obligation to create new records or perform analysis of existing information. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying. Although not required by law, the office may accommodate the requester by generating new records when it makes sense and is practical under the circumstances.

In complying with a request for inspection of a public record, an office employee must accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Ohio Attorney General's internet website (www.ohioattorneygeneral.gov) for the purpose of keeping employees of the office and the public educated as to the office's obligations under the Ohio Public Records Act, records retention laws and Personal Information Systems Act.

ELECTRONIC RECORDS

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their e-mail records and other electronic records in accordance with any applicable records retention schedules.

DENIAL OR REDACTION OF RECORDS

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records, the request may be denied, but the denial must provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

Any denial of public records requested must include an explanation, including legal authority. The explanation must be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making copies, not labor. The charge for paper copies is five (5) cents (\$.05 USD) per page. The charge for electronic files downloaded to a compact disc is one (1) dollar (\$1.00 USD) per disc.

A requester may be required to pay in advance for costs involved in providing copies. The requester may choose whether to have the record duplicated upon paper, upon the same medium in which the public record is kept, or upon any other medium on which the office determines that the record can reasonably be duplicated as an integral part of the office's normal operations.

If a requester asks that documents be mailed, he or she may be charged the actual cost of the postage and mailing supplies. There is no charge for documents e-mailed.

MANAGING RECORDS

The MTJEDD I records may be maintained in accordance with records retention schedules. As of the date of adoption of this Policy, the MTJEDD I maintains all records. The records are readily available to the public, as required by Ohio Revised Code §149.43(B)(2), at 4335 Albon Road, Monclova, Ohio 43542.

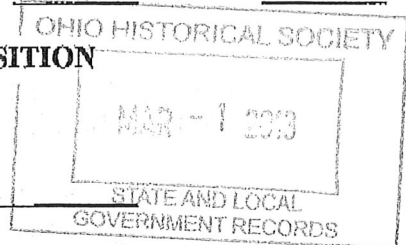
Policy Adopted:	January 11, 2012
Revised:	_____
Revised:	_____
Revised:	_____

3/27/2013

Form RC-2

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION



(1) TO: Joint Economic Dev. District I; Monclova Twp/Vlg of Whitehouse Tel: 419-865-7862

Lucas County, Ohio

4335 Albon Road

Monclova

OH

43542

Lucas

(Address)

(City)

(Zip Code)

(County)

(2) FROM: Monclova Township-Village of Whitehouse Joint Economic Development District I
(Political Subdivision Name) (Unit)

(Signature of Responsible Official)
Philip C. Davis
(Name)Solicitor, Village of Whitehouse
(Title)

(Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22-ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request.

Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This

RC-2 was approved on December 12, 2012 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature

Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Elizabeth Lombardo

Date

For the Ohio Historical Society

Approved by the Ohio Auditor of State:

Martin E. Mub

Date

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS-LGRP
JEDD1-A-1	AGENDAS/CALENDARS	2 years and no longer of administrative value	paper electronic	RC-3 Required by OHS
JEDD1-A-2	APPEALS	7 years	paper electronic	
JEDD1-A-3	AUDIO RECORDINGS	2 years and no longer of administrative value	electronic	
JEDD1-B-1	BONDS, OFFICERS	7 yrs after termination of office or employee	paper	
JEDD1-C-1	CONTRACT OF DISTRICT	permanent	paper electronic	
JEDD1-C-2	CONTRACTS & AGREEMENTS	permanent	paper electronic	
JEDD1-C-3a	CORRESPONDENCE*, Transient	Until no longer of administrative value	paper electronic	
JEDD1-C-3b	CORRESPONDENCE*, General	Two years		
JEDD1-C-3c	CORRESPONDENCE*, Substantive	Five years; file w/ related record if longer retention required		
JEDD1-D-1	DRAFTS/NOTES	Until no longer of administrative value		

Form RC-2

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Joint Economic Development District I; Monclova Township/Village of Whitehouse
(Political Subdivision Name) (Unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For Use by Auditor of State or OHS-LGRP
JEDD1-F-1	FINANCIAL REPORT, ANNUAL	permanent	paper electronic	RC-3 Required by OHS
JEDD1-F-2	FINANCIAL REPORT, QTR	2 years and no longer of administrative value	paper	
JEDD1-G-1	GRANT, JOBS	5 years after no longer of administrative value	paper electronic	
JEDD1-G-2	GRANT, JOBS MINI	5 years after no longer of administrative value	paper electronic	
JEDD1-G-3	GRANT APPLICATIONS, SUCCESSFUL	5 years after no longer of administrative value	paper electronic	
JEDD1-G-4	GRANT APPLICATIONS, UNSUCCESSFUL	5 years after no longer of administrative value	paper electronic	
JEDD1-I-1	INSURANCE POLICIES	permanent	paper electronic	
JEDD1-I-2	INVOICES SELECTED FOR PMT	2 years after most recent audit	paper	
JEDD1-L-1	LEGAL NOTICES	2 years and no longer of administrative value	paper electronic	
JEDD1-L-2	LEGAL OPINIONS	7 years and no longer of administrative value	paper electronic	
JEDD1-M-1	MAILING LIST	until updated & no longer of administrative value	paper electronic	
JEDD1-M-2	MAP OF DISTRICT	incorporate into contract administrative value	paper electronic	
JEDD1-M-3	MINUTES	permanent	paper electronic	
JEDD1-N-1	NEWS/PRESS RELEASE	Until no longer of administrative value	paper electronic	
JEDD1-P-1	POSTINGS	2 years; then dispose of	paper electronic	
JEDD1-P-2	PUBLICATIONS for PUBLIC GOOD	2 yrs and no longer of administrative value	paper electronic	
JEDD1-R-1a	RECORDS RETENTION POLICY	2 yrs after superceded	paper electronic	
JEDD1-R-1b	RC FORMS	permanent	paper electronic	
JEDD1-R-2	RECORDS REQUEST	2 years and no longer of administrative value	paper electronic	
JEDD1-R-3	REQUEST FOR PROPOSALS	2 yrs, unsuccessful	paper	
JEDD1-R-4	RESOLUTIONS	retain copy 2 yrs after incorporated into minutes	paper electronic	
JEDD1-T-1	TELEPHONE MESSAGES	Until no longer of administrative value	paper electronic	

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FROM: Joint Economic Development District; Monclova Township/Village of Whitehouse
(Political Subdivision Name) (Unit)

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8) Media Type	(9) For Use by Auditor of State or OHS- LGRP
JEDD1-V-1	VOICEMAIL MESSAGES	Until no longer of administrative value	paper electronic	