

VIOLET TOWNSHIP RECORDS COMMISSION

Tuesday, November 13, 2018
Violet Township Administrative Office
12970 Rustic Drive, Pickerington, OH 43147

Meeting Minutes

Mr. Monhollen called the meeting to order at 3:00 p.m.

Mr. Sauer called the role: Mr. Darrin Monhollen and Mr. Brian Sauer were present. Others present were: John Eisel, Director of Operations; Mike Little, Fire Chief; Greg Butcher, Engineer; Melissa Tremblay, Fiscal Assistant; Kristi Huskey; Peggy Portier; and Kris Haley (Keytel Representative) .

Proposed changes to the township records retention schedule were discussed.

Mrs. Tremblay had a question about the length of a backup cycle for backup data. Mr. Haley explained that the backup procedure for our computer servers is to continuously backup the system every six hours. At the end of each month, a complete backup file is maintained and stored for one year. Mrs. Tremblay explained that the UAN (Uniform Accounting Network) system used by the fiscal office has a different backup cycle. She backs up that computer on flash drives and must do a backup every 30 days so as not to be locked out of the system. Mr. Haley recommended that a UAN backup be added to the system-wide backup in addition to backing up on flash drives. The backup through Keytel would be done automatically each day making recovery of data much easier if something were to happen to the UAN laptop computer. The length of time chosen for storage of backup data is a minimum of six months.

The state is expected to recommend in their next records retention manual that a number of financial records be kept for 3 years provided audited. Unsuccessful bids, legal notices, budget preparation documents and employment reports were changed to 3 years also to make storage and destruction more efficient.

The retention period for contracts and agreements was changed to match the expected recommendation from the state in the next records retention manual.

Mrs. Portier explained that the retention periods for correspondence will be changing and will be based on the content of the document without regard to the form in which it is communicated. Chief Little asked how the new descriptions of correspondence records would relate to email deletion. Mr. Sauer commented that Keytel could backup everyone's email and archive it for a set period of time. Currently, employees individually determine what needs to be archived in their email. If Keytel were to begin archiving emails system-wide, individual employees would not have to worry about it. Mrs. Huskey mentioned the possibility of using archival options in the Outlook email system. Mr. Haley explained there are limitations in using those. Mr. Eisel will work with Mr. Haley to determine what type of automatic archiving the township might implement.

In regard to text messages, Mr. Haley recommended not having any official correspondence via text and, if someone does, they should follow up the text message with an email to capture the content for retention.

The retention period for funded grants was increased because the fiscal office has had to recover grant-related information older than two years.

Mrs. Portier commented that some of the old records currently stored in the display cabinet in the lobby have a permanent retention period and should be moved into the fireproof filing cabinet. Mr. Haley asked if scanning the old records had been considered as a way to preserve the content if something would happen to the originals. Mrs. Portier explained that the township had someone willing to photograph them and an inventory had already been done.

Mrs. Portier commented that we do not currently have a complete records inventory, but she had spoken to Mr. Eisel about doing one in the future. That record title was left in the schedule in anticipation of developing the inventory.

Obstacles to storing the records requests logs and forms on the shared drive were discussed. The biggest issue was how to protect HIPPA regulated info in the fire department's records. Mrs. Huskey said that she could share redacted logs on the shared drive. It was decided that we would do that once per year to make it easier for everyone to access, but still protect HIPPA information.

Mrs. Tremblay had a question about the length of a recording cycle for surveillance tapes. Mr. Haley said that currently video is recorded over once the hard drive is full with the first data in being the first data out. After discussion of options available with our current system, it was agreed to use the wording *retain for a minimum of 24 hours, then reuse provided no action pending*.

Mrs. Portier asked if we would like to standardize the way we approve the annual budget in July by making it a motion or a resolution. She noted that we have done both in the past. It was decided that we would start doing a resolution for that.

Mrs. Portier pointed out that several of the record titles in the current retention schedule relating to financial records had been combined into one record title. Procedures for scanning invoices for easier reference were discussed and it was decided that we would begin doing that and archive them in Content Central. Mr. Haley cautioned about using the automatic delete function in Content Central unless we are regularly reviewing the settings.

Mrs. Portier noted that in our current retention schedule the record titled *Statements of Account Funds* should have been named *Statements of Account for per diem and services*. It would only have been used if we had been paying the trustees a per diem rate. We have records stored under the current record title that do not relate and will need to be reviewed before destruction.

It was discussed that paper copies of residential building constructions drawings that have been scanned might be destroyed after the final inspection or completion of the project; the scans would be kept for 6 months longer. It was decided that we would continue to keep the paper copies since we are only storing them for six months.

Mrs. Portier noted that we need to reconsider how we store personnel files and separate the contents differently than we are doing it now to protect employee privacy.

The record titled *Union Contracts* was changed to *Collective Bargaining Agreement Contracts* to match the expected recommendation from the state in the next records retention manual.

Mrs. Portier noted that we only have six types of records which are considered obsolete. We only need to list the ones we have in our retention schedule.

Mr. Haley recommended that since we are now archiving documents in Content Central we should have Keytel run a back up restoration test once per year to be sure that everything is in proper order.

Mr. Monhollen made a motion to approve the proposed updates to the records retention schedule. Seconded by Mr. Sauer. Roll call vote: Mr. Monhollen, yes; Mr. Sauer, yes. Motion passes 2-0

Mrs. Portier will take care of submitting a new Records Retention Schedule (RC-2) form to the state for approval.

Mrs. Portier noted that the Records Commission was not listed on the township's public notice policy. Mr. Eisel will work to revise the public notice policy and present it to the trustees for adoption.

Mr. Sauer made a motion that the commission shall meet each year at 7:00 p.m. on the first Wednesday of November. Seconded by Mr. Monhollen. Roll call vote: Mr. Sauer, yes; Mr. Monhollen, yes. Motion passes 2-0


Mr. Butcher asked if OTARMA would need to be notified about the updates to the records retention schedule. Mr. Eisel said he didn't think so.

Mr. Monhollen made a motion to adjourn the meeting. Seconded by Mr. Sauer. Roll call vote: Mr. Monhollen, yes; Mr. Sauer, yes. Motion passes 2-0

The meeting was adjourned at 4:07pm



Darrin Monhollen, Chairman



Brian C. Sauer, Fiscal Officer