



**Utilities Commission
Commission Meeting**

Agenda

**July 16, 2026
2:00 PM**

CALL TO ORDER

MINUTES APPROVAL

Acceptance of February 25, 2026 Minutes

NEW BUSINESS

- Revision to Safety Service Records Retention Schedule (RC 2)
- Revision to Parks Records Retention Schedule (RC 2)
- Revision to Streets Records Retention Schedule (RC 2)
- Recommendation for Boards & Commissions Records Retention Schedule (RC 2)
- Discussion of City Inspector / Code Enforcement Retention Schedule (RC 2)
- Discussion of General Administrative Records and General Financial Records

OLD BUSINESS

- Engineering Department RC 2 – submitted to Ohio History Connection
- Public Utilities: Utility Billing RC 2 – submitted to Ohio History Connection

OTHER

- Next Records Commission meeting will be held on Dec. 3, 2026 at 1:00 p.m. at the Mount Vernon Municipal Center.

ADJOURN



RECORDS COMMISSION

40 Public Square Mount Vernon, Ohio 43050

Regular Meeting - Council Chambers - February 25, 2026 at 10:00 a.m.

I. Call to Order

Mr. Matthew Starr called the meeting to order at 10:00 a.m. in Council Chambers.

II. Attendance

Members Present:

Mr. Matthew Starr, Mayor
Mr. Robert Broeren, City Law Director
Mr. Daniel Brinkman, City Auditor
Dr. Rebecca Abbott

III. Approval of Minutes

Mr. Starr reviewed and discussed the minutes of the July 3, 2025 Records Commission meeting.

Mr. Broeren moved to approve the amended minutes to reflect Dr. Rebecca Abbott instead of Dr. Rebecca Abbott.

Dr. Abbott seconded.

Vote: All in favor.

Motion carried.

IV. Old Business

The RC-2 Schedules submitted for the Public Works Department from the July 3, 2025 meeting were approved by the Auditor of State.

V. New Business

a. RC-2 Schedule – Engineering Department

Mr. Broeren moved to approve the RC-2 schedule and for it to be submitted to the Ohio History Connection.

Mr. Brinkman seconded.

Roll Call Vote:

Mr. Starr - yes
Mr. Broeren - yes
Mr. Brinkman - yes
Dr. Abbott - yes

Motion carried.

b. RC-2 Schedule – Public Utilities: Utility Billing

Dr. Abbott moved to approve the amended RC-2 schedule and for it to be submitted to the Ohio History Connection.

Mr. Broeren seconded.

Roll Call Vote:

Mr. Starr - yes
Mr. Broeren - yes
Mr. Brinkman - yes
Dr. Abbott - yes

Motion carried.

b. Change in Clerk

Mr. Broeren moved to approve that the City Clerk take notes for the Record Commission meetings.

Mr. Brinkman seconded.

Roll Call Vote:

Mr. Starr - yes

Mr. Broeren - yes

Mr. Brinkman - yes

Dr. Abbott - yes

Motion carried.

VI. Upcoming Business

a. The next meeting will be held on June 4, 2026 at 1:00 p.m., located at the MVMC – 236 S. Main Street.

b. The second meeting in 2026 will be held on December 3, 2026 at 1:00 p.m., located at the MVMC – 236 S. Main Street.

VII. Adjournment

Mr. Starr moved to adjourn the meeting.

Mr. Brinkman seconded.

Vote: All in favor.

Meeting adjourned at 10:22 a.m.



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Mount Vernon		Safety Service	
(Local Government Entity)	(Unit)		
	Tanner S. Salyers	Safety Service Director	07/16/2026
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Records Commission		(740)-393-9520	
		(Telephone Number)	
236 S Main St	Mount Vernon	Ohio	Knox
(Address)	(City)	(Zip Code)	(County)

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

safetyservice@mtvernonoh.gov

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
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each individual email should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)

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

See instructions before completing this form.

(City of Mount Vernon)

(Safety Service)

(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
SSD-001	Accident Reports	Permanent	Electronic/ Microfilm		☐
SSD-002	Bid Openings	2 years after audit	Electronic/ microfilm		☒
SSD-003	Bidding - Successful	15 years after completion of project	Electronic/ Microfilm		☒
SSD-004	Bidding - Unsuccessful	2 years after award contract	Electronic/ Microfilm		☒
SSD-005	Contracts (Annual Supplies)	15 years after expiration or termination	Electronic/ Microfilm		☒
SSD-006	Correspondence (Incoming)	2 years or no administrativ e value	Electronic/ Microfilm		☒
SSD-007	Correspondence (Outgoing)	5 years or no administrativ e value	Electronic/ Microfilm		☒
SSD-008	Insurance Claims	10 years of until resolved	Electronic/ Microfilm		☒
SSD-009	Insurance Policies	2 years after expiration provided all claims settled	Electronic/ Microfilm		☒
SSD-010	Legal Notices	1 year or no administrativ e value	Electronic/ Microfilm		☐

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(City of Mount Vernon)

(Safety Service)

SSD-011	Manuals, Handbooks, Directives	1 year after superseded, obsolete or replaced	Electronic/ Microfilm		☒
SSD-012	Union Negotiations/Agreements	15 years after superseded	Electronic/ Microfilm		☒
SSD-013	Vehicle Inventory	Life of vehicle	Electronic/ Microfilm		☐
SSD-014	Purchases and Bids	Until Audited	Electronic/ Microfilm		☐
SSD-015	Purchase Orders	3 years/ Audited	Electronic/ Microfilm		☒
SSD-016	Rules/Regulations	Until superseded	Electronic/ Microfilm		☐
SSD-017	Audiovisual Materials	2 years or no administrative value	Electronic		☐
SSD-018	Public Notices / News Releases	1 year	Electronic		☐
SSD-019					☐
SSD-020					☐
SSD-021					☐
SSD-022					☐

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(City of Mount Vernon)

(Safety Service)

SSD-023					☐
SSD-024					☐
SSD-025					☐
SSD-026					☐
SSD-027					☐
SSD-028					☐
SSD-029					☐
SSD-030					☐

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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: Local Government Unit

City of Mount Vernon

Boards & Commissions

(Local Government Entity)

(Unit)

Tanner S. Salyers

Safety Service Director

07/16/2026

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

(740)-393-9520

236 S Main St.

Mount Vernon

Ohio

(Telephone Number)

Knox

(Address)

(City)

(Zip Code)

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Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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(City of Mount Vernon)

(Boards & Commissions)

(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
B&C-001	Contracts (Annual Supplies)	15 years after expiration or termination	Electronic/ Microfilm		☐
B&C-002	Correspondence (Incoming)	2 years or no administrativ e value	Electronic/ Microfilm		☐
B&C-003	Correspondence (Outgoing)	5 years or no administrativ e value	Electronic/ Microfilm		☐
B&C-004	Insurance Claims	10 years of until resolved	Electronic/ Microfilm		☐
B&C-005	Project Case Files	5 yrs.	Paper & Digital		☐
B&C-006	Legal Notices	1 year or no administrativ e value	Electronic/ Microfilm		☐
B&C-007	Manuals, Handbooks, Directives	1 year after superseded, obsolete or replaced	Electronic/ Microfilm		☐
B&C-008	Union Negotiations/Agreements	15 years after superseded	Electronic/ Microfilm		☐
B&C-009	Minutes of Official Public Meetings	2 years	Digital		☐
B&C-010	Purchases and Bids	Until Audited	Electronic/ Microfilm		☐
B&C-011	Purchase Orders	3 years/ Audited	Electronic/ Microfilm		☐

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(City of Mount Vernon)

(Boards & Commissions)

(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
B&C-012	Rules/Regulations	Until superseded	Electronic/ Microfilm		☐
B&C-013	Recordings of Meetings	1yr./no Admin. Value	Digital		☐
B&C-014	Oath of Office	10 yr. after term expires	Paper		☐
B&C-015	Records Request Log	Permanent	Digital		☐
B&C-016	Records Request Documents	2 Years	Paper & Digital		☐
					☐
					☐
					☐
					☐

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