

THE SYCAMORE TOWNSHIP RECORDS COMMISSION

Minutes of the Records Commission Meeting of Sycamore Township Held Sycamore Township, Hamilton County, Ohio

Tuesday, December 7, 2021

The meeting was called to order by Mr. James at 6:55 p.m. Present for the meeting were Records Commission members Chairman James and Fiscal Officer Porter. Trustee Jim LaBarbara, Trustee Tom Weidman, Administrator Warrick, Assistant Administrator Kellums and Planning & Zoning Administrator Miller were also present.

Approval of disposed records per RC-2 (When permitted by attorney)

Mr. Porter reported the list of records from 2014 for disposal according to the record retention schedule is the same list we always use; however, the Township received a notice from an attorney not to dispose of any records. He stated the records will be disposed of according to the schedule once that restriction has been lifted.

Approval of Updated RC-2

Mr. Porter reported the schedule of Records Retention and Disposition (RC-2) had one addition to address video records obtained by traffic and public security cameras. He said Mr. Miller would have more insight on that.

Mr. Miller explained the traffic and park cameras have been recently updated and additional cameras have been added. He noted there is a finite amount of server storage for the high-resolution video. He said we are proposing that we guarantee the video be saved for seven days.

Mr. James asked if we have the storage capability to store more if needed in the event of a records request so that we may preserve video to fulfill the request.

Mr. Miller answered yes, the video would be moved off to one of the regular servers for preservation. He said we will be able to accommodate public records requests noting there have been instances in which school age children were caught on video vandalizing at the parks and we have had to pull that camera footage for the Sheriff's Office.

Approval of 12/17/2020 Records Commission Meeting Minutes

Mr. James made a motion, seconded by Mr. Porter, to approve the 12/17/2020 Records Commission Meeting Minutes. Mr. Porter called roll. Vote: All Aye.

Mr. James made a motion, seconded by Mr. Porter, to approve the updated RC-2 with the addition of Traffic & Public Facilities Security Video retained for seven (7) days after recording. Mr. Porter called roll. Vote: All Aye.

Mr. James made a motion to adjourn. Mr. Porter seconded. Vote: All Aye.

The meeting adjourned at 7:00 p.m.

Thomas C. James, Jr., Chairman

Robert C. Porter III, Fiscal Officer
Record Commission 12/07/2021

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