



Oberlin City Records Commission Meeting
September 26, 2025
10:00 a.m. – Virtual Meeting

1. CALL MEETING TO ORDER AND ROLL CALL

Chair Anderson called the meeting to order at 10:00 a.m.

ROLL CALL:

Members Present: Belinda Anderson, Chair; Jon Clark, Law Director; Sara Podrosky, CM Designee; Marin Fowler, Finance Director; Trecia Pottinger, Public Member

Also Present: Briana Reynolds, Secretary

Others Absent: Eboni Johnson, Council Liaison

A quorum was present.

2. INTRODUCTION OF NEW MEMBERS MARIN FOWLER, AND TRECIA POTTINGER

Two new members of the commission introduced themselves. Trecia Pottinger, a member of the community, works for Oberlin College, and Marin Fowler, the new finance director for the City.

3. APPROVAL OF MINUTES – October 11, 2024

Clark, seconded by Podrosky, moved to approve the minutes of the October 11, 2024, meeting of the Oberlin Records Commission.

The minutes were approved.

4. DISCUSS AND CONSIDER AMENDMENTS TO THE FIRE DEPARTMENT'S RETENTION SCHEDULE

Anderson reviewed the changes to the Fire Department's retention schedule. One of the items that changed on the fire department's retention schedule is the responsible official due to a change in leadership from Dennis Kirin to Rob Hanmer, who is the current fire chief.

Clark inquired about the circumstances under which the responsible official listed on disposition forms would change. He asked whether the form should reflect the officer signing it or if the name should only change upon revision of the schedule. Anderson explained that the responsible official is the department head authorized to sign the disposition forms (e.g., RC3-RC4). She noted that if the City no longer employs the person, they should not appear on the form. She stated that, without a properly signed form, neither the Ohio History Connection nor the State Auditor can approve the form.

Clark asked if the disposition forms should have the same signature as the responsible officer on the schedule itself. Anderson replied in the affirmative.

Podrosky asked whether a name should be on the cover sheet permanently, because when the police department disposes of records, the chief's name is blank. Anderson remarked that this is for the retention schedule; therefore, it is permanent.

She then noted the remaining changes to the Records Retention Compliance File. Including separating the inventory forms from the State archives forms (RC-1, RC-2, RC-3) under a different schedule number, adding an RC-4 to the compliance file, changing the retention periods in each scenario, and renumbering the schedule numbers accordingly.

Clark, seconded by Podrosky, moved to approve the amendments to the Fire Department's Retention Schedule. The motion passed unanimously.

5. CONSIDER A MOTION TO APPROVE UPDATES TO THE CITY RECORDS RETENTION SCHEDULES FOR THE CITY MANAGER, HUMAN RESOURCES, FINANCE, AND PLANNING AND DEVELOPMENT DEPARTMENTS TO IDENTIFY CURRENT RESPONSIBLE OFFICIALS


Anderson stated that this is to identify the current responsible officials for the aforementioned departments.

Podrosky, seconded by Fowler, moved to approve the updates. The motion passed unanimously.

6. ADJOURNMENT

Since there was no other business before the commission, the meeting adjourned at 10:10 a.m.

Prepared by: Briana Reynolds/ Secretary



Belinda B. Anderson
Oberlin Records Commission Chair

Approved: 10/10/2025