

**RECORD OF PROCEEDINGS  
RECORDS COMMISSION MEETING  
MONDAY, NOVEMBER 24, 2025 – 6:50 P.M.  
MAYOR WILLIAM G. KOONS PRESIDING**

**OFFICIALS PRESENT:** Mary Ann Keesler, Mayor Koons, Fiscal Officer Romanowski,  
Solicitor Matheney

**VISITORS:** Chief Rizzo

The Mayor called the Records Commission meeting to order at 6:50 p.m. Keesler made a motion to approve the November 25, 2024, Records Commission meeting minutes, seconded by Solicitor Matheney. Voice vote – ayes, all. Motion carried.

Solicitor Matheney made a motion to acknowledge and accept the 2025 Records Destruction List submitted for review, seconded by Keesler. Voice vote, all in favor. Motion carried.

Solicitor Matheney provided an overview of revisions made to the Village's Records Policy to include: updates required by state law: email communications and text messages. These forms of communication are now formally incorporated into the Village's public records policy. There are also body camera video provisions – the updated policy clarifies that the Village may charge for body camera video recordings, as permitted under state law.

A question arose as to why the State of Ohio does not provide a standardized records-policy template for municipalities to adopt. It was explained that a universal template could create liability issues for the state. The state provides sample policies, but each local government entity is responsible for creating and maintaining its own policy to meet its operational needs and legal obligations.

As the state law has changed some record retention requirements, it may be appropriate for the Village to conduct a full review and update of the Village's retention schedule in 2026.

**ADJOURNMENT:** Being that there was no further business, Keesler made a motion to adjourn at 6:56 p.m., seconded by Matheney. Voice vote, all in favor. Motion carried.

Prepared by Romanowski