

VILLAGE OF OAKWOOD
RECORDS COMMISSION MEETING MINUTES
February 12, 2019

Johnnie Warren – Council President
Jim Climer-Law Director

Brian Thompson- Finance Director
Debra Hladky-Clerk of Council

ABSENT:

Gary Gottschalk - Mayor
** Arrived after roll call*

Hladky opened meeting at 9:35pm

Police RC-2

Clerk: The Police Dept. is updating their RC-2, which will have to be sent down to the State. **Garratt:** The way we house videos; i.e. the body cameras and car cameras takes up a lot of storage space. Agencies are getting rid of body cameras, because they don't have the facilities or equipment to store the footage for six months. There is no way we can store that amount of data. For special cases, we house those until the case is dissolved. There is a lot of mundane video stored in our system. If we change the RC-2 to store videos for 30 days, that will reduce our load. The building cameras are on a 30-day roll over anyway. This needs updating. We will keep everything 30-days but keep footage for crimes until the issue is resolved. **Williams** asked about hard copies. **Garratt:** We keep hard copies for cases pending.

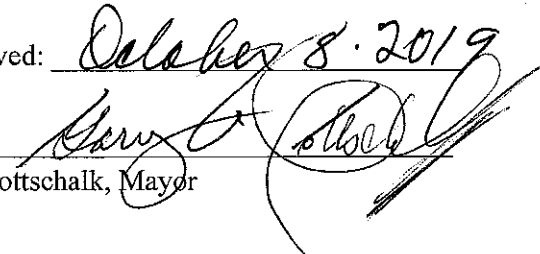
Disposal of Incident Reports

Garratt: RC-3 includes statute of limitations, car accidents, basic theft cases from the 1950's. If someone comes to me requesting a case for 1972 and I don't have a log disposing it, I must produce it. It is difficult. It has taken us six months with two guys working on it to get through this. We don't need to house all those records, nor are we responsible to do so. With one more disposal, we will be caught up. **Williams** asked if they are electronically archived. **Garratt:** Everything is housed electronically. There will always be a computer record. We don't use Iron Mountain. I will be glad to show you everything we have. We have kept all the pictures from the 1950's. We keep all those. **Clerk:** Those may not be administratively necessary, but they do have historical value. **Garratt:** I saved the old jail cell doors for use in a new building. **Warren** asked how long he will keep those incident reports. **Garratt:** Three years for those. I have the schedule. Homicide, rapes, missing persons is held indefinitely as is felonious assault. **Hardin** asked about personnel files. **Garratt:** We store those in the evidence room and in my office.


MOTION TO APPROVE THE RECORD RETENTION MODIFICATIONS AS PRESENTED BY POLICE CHIEF GARRATT AS EXPLAINED made by Thompson, seconded by Climer VOTE: Warren, Climer, Thompson, Hladky.

Motion to adjourn by Climer seconded by Thompson
Adjourned 9:40pm

Approved:



Gary Gottschalk, Mayor



Debra Hladky, Clerk of Council