

**CITY OF KENT  
RECORDS COMMISSION  
MEETING OCTOBER 29, 2020  
10:00 IN CITY MANAGER'S OFFICE  
301 South Depeyster Street**

**AMENDED AGENDA**

- A. CALL TO ORDER**
- B. APPROVE SEPTEMBER 24, 2020 MEETING MINUTES**
- C. REVIEW AND ADOPT ADDITIONS TO THE RC-2 FORM:**
  - i) See Exhibit "A"**
- D. APPROVE ONE-TIME DISPOSAL OF OBSOLETE RECORDS FOR THE FIRE DEPARTMENT.**
- E. SCHEDULE NEXT RECORDS COMMISSION MEETING**
- F. MISCELLANEOUS BUSINESS**
- G. ADJOURNMENT**

**EXHIBIT "A"**

**ADDITIONS**

**TIME PERIOD**

Item 259A – Deposit Checks  
- check deposit machine processes and deposits  
checks within 24 hours

Paper checks retained  
for 30 days

Item 368A – Income Tax Monthly Reports – paper format  
- Regional Income Tax (RITA)

Until entered into media/  
electronically

Item 368A(1) – Income Tax Monthly Reports – electronic format  
- Regional Income Tax (RITA)

Until updated

Item 369A – Income Tax Quarterly Reports – paper format  
- JEDD

Until entered into media/  
electronically

Item 369A(1) – Income Tax Quarterly Reports – electronic format  
- JEDD

Until updated



CITY OF KENT, OHIO  
DEPARTMENT OF BUDGET AND FINANCE  
Rhonda C. Hall, CPA, Director

**TO:** Hope Jones, Law Director  
**FROM:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**DATE:** 10/7/2020  
**SUBJECT:** Record Retention Request

259A

*Rhonda Hall*

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Our daily procedures for depositing checks to the bank has changed slightly and I would like to change the record retention policy to acknowledge these changes.

We now have a check deposit machine whereby all checks are processed and deposited into our account within 24 hours of the deposit. The checks deposited are kept on hand and I would like permission to destroy these checks after 30 days from the last deposit day of a month. For example, the checks deposited for the month of June would be eligible for destruction on or after August 1<sup>st</sup> of the same year. The checks deposited are imaged and will be kept in accordance with our current retention policy in line with receipt information and bank statement information.

Thank you for your consideration.



CITY OF KENT, OHIO  
DEPARTMENT OF BUDGET AND FINANCE  
Rhonda C. Hall, CPA, Director

**TO:** Hope Jones, Law Director  
**FROM:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**DATE:** 10/7/2020  
**SUBJECT:** Record Retention Request 2

*Rhonda Hall*

368A

Our RITA Income Tax monthly reports are produced using the RITA website. These reports are kept electronically. I would like to request that any reports printed out, can be destroyed immediately if they are no longer necessary.

368B

Our JEDD Income Tax quarterly reports are produced electronically. I would like to request that any reports printed out for viewing/analysis purposes be eligible for destruction since the originally reports are maintained electronically.

Thank you for your consideration.