

RECORDS COMMISSION MEETING MINUTES

MEETING DATE: March 18, 2015
MEETING TIME: 6:45 PM
MEETING LOCATION: Fiscal Officer's Office

Present: Fiscal Officer Kristen Robison, Sandra Bee Lynn, Solicitor Spiros Vasilatos, and Mayor Terry Lindeman

Kristen Robison reviewed committee meeting requirements per Ohio Revised Code, Sections 149.38. The committee must meet once every six months. Each department will conduct a complete records inventory and compile a list for review for our next meeting which will be either July 15th or August 19th. The Mayor, Solicitor and Fiscal Officer were fine with either date, Sandra would check and let us know.

At the next scheduled meeting, the list of records to be destroyed will be reviewed. Fiscal Officer will then prepare the RC-3 form to be sent to the Ohio Historical Society to meet the minimum deadline of receipt prior to destruction which is 15 days.

If approval is received, our list of approved records will be destroyed on Saturday, September 26th by San Mandy Enterprises who will have a shredding truck at Village Hall.

Meeting was adjourned at 6:55.

Submitted by Kristen Robison