

RECORDS COMMISSION MEETING MINUTES

MEETING DATE: July 13, 2016
MEETING TIME: 6:30 PM
MEETING LOCATION: Fiscal Officer's Office

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

Kristen Robison advised that the Village has to update our retention schedule which hasn't been done since the late 1980's. Due to the wording changes of certain reports and files, these need to be updated. The State does not have an example for Villages; however, there is one for Counties.

A request through the Ohio Municipal Clerk's Association went out requesting copies of retention schedules in various municipalities. 2 were received. The Village will have to review these, along with the County sample to create our own that is in accordance with the State of Ohio.

Due to this process, the Village will not be shredding any Village documents at the Community Wide Shredding this year.

Mayor Lindeman wants what we have collected (various retention schedules) distributed to Sandi in the Water Department and Joyce at the Police Department to review and return to Kristen by October 15, 2016.

Meeting was adjourned at 6:40.

Submitted by Kristen Robison