

RECORDS COMMISSION MEETING MINUTES

MEETING DATE: July 26, 2017
MEETING TIME: 6:30 PM
MEETING LOCATION: Fiscal Officer's Office

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

The new 2017 retention schedule was reviewed and discussed. Kristen explained that the last schedule the Village had was approved in 1998. Mayor Terry Lindeman made a motion to accept the 2017 Retention Schedule and to allow Fiscal Officer Kristen Robison to complete an RC-2 and forward onto the State for review and approval ASAP, seconded by Sandy Bee Lynn. All ayes.

A list of records to be destroyed from the Clerk's office and Water & Sewer office were also reviewed. Upon approval from the State on the RC-2, Fiscal Officer, if needed, 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. Sandy Bee Lynn made a motion to accept the destruction lists submitted, seconded by Spiros Vasilatos. All Ayes.

If approval is received, our list of approved records will be destroyed on Saturday, September 23rd by San Mandy Enterprises who will have a shredding truck at Village Hall.

Meeting was adjourned at 6:45.

Submitted by Kristen Robison