

The Annual Records Retention Commission meeting held November 1, 2013, was called to order at approximately 9:30 AM by Chairman Weimer. After the Pledge of Allegiance the roll call was taken, Chairman Weimer, Trustee Campbell, Fiscal Officer Schulz and Police Secretary- Admin. Assistant, Lisa Balsinger were present.

Chairman Weimer stated that the purpose of the Special Meeting was to conduct the annual meeting of the records retention commission.

The first order of business was to remove Ms. Cindy Workman as a committee member and appoint Mr. Lisa Balsinger and to appoint a chairman.

Trustee Weimer moved to remove Ms. Cindy Workman from the Records Retention Commission, 11-01-13-S1, seconded by Mr. Campbell and passed with 2 ayes.

Trustee Weimer moved to appoint Ms. Lisa Balsinger to the Records Retention Commission, 11-01-13-S2, seconded by Mr. Campbell and passed with 2 ayes.

Fiscal Officer Schulz nominated Trustee Weimer as Chairman of the Records Retention Commission for one year, 11-01-13-S3, seconded by Trustee Campbell and passed with 2 ayes.

Ms. Schulz reported that she and Ms. Balsinger attended a Webinar on October 22, 2013 conducted by the Ohio Historical Society in conjunction with the State Local Government Records Program reviewing the basics of public records retention. It was determined and suggested by the OHS that paper was still the best medium for record keeping because technology is changing so fast that some mediums can no longer be displayed or read because equipment is no longer available.

Ms. Schulz reported that the Ohio Historical Society had reviewed and approved the RC-2 Records Retention Schedules submitted by all Township departments and also the RC-1 for One-Time Disposal.

Ms. Balsinger reported that the Zoning Records have all been gone through and properly labeled and boxed for filing and those records that can be destroyed have been so marked.

The next department will be the Police Department. Ms. Balsinger will begin working on this department on a weekly basis. Ms. Balsinger will make monthly reports at the Regular Meeting advising the Commission and the Trustees how the project is moving along and if additional personnel are needed to complete the project. Chief Maynard stated that he will go through his records and sort those for destruction. Ms. Balsinger reported that Chief Schaeffer wanted to know who determined what police records needed to be kept. Ms. Schulz and Trustee Weimer recommended that Chief Schaeffer review the records retention list for the Police Department and make sure that he was comfortable with the Retention Schedule, since it was completed prior to his employment by the Township.

Ms. Schulz asked that Ms. Balsinger draft a records request form that can be used by anyone requesting a record. It is not a requirement that a records request be put in writing, but it makes it easier to understand and comply with a request.

Ms. Balsinger stated that she felt comfortable with the process that was being followed and that she now had contact names and numbers at the OHS if she had questions.

At approximately 10:00 AM, Mr. Weimer made a motion to adjourn, 11-01-13-S4,
seconded by Trustee Campbell, and passed with 2 ayes.



Date November 19, 2013




