

The Annual Records Retention Commission meeting held November 10, 2014, was called to order at approximately 11:00 AM by Chairman Weimer. After the Pledge of Allegiance the roll call was taken, Chairman Weimer, Trustee Campbell, Fiscal Officer Schulz and 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.

**Fiscal Officer Schulz nominated Trustee Weimer as Chairman of the Records Retention Commission for one year, 11-10-14-S1,** seconded by Trustee Campbell and passed with 2 ayes.

Ms. Balsinger gave an update of the status of the records which have been gone through. Many unneeded records were properly destroyed this year according to the Records Retention Policy.

The zoning, road, police and cemetery records have been gone through and are boxed chronologically and marked on the outside of the boxes for easy access.

Fiscal Officer Schulz and Ms. Balsinger have begun tackling the tedious process of going through the Fiscal Records. Setting up a filing system for these old records has presented a challenge since no filing system was ever used in the past; when completed all boxes will be marked with contents and dates for easy access and retrieval.

Many records were destroyed in a fire many years ago and some were destroyed due to flooding from rain and leaking into the areas previously used as storage areas. A list of these records no longer available will be compiled for future reference.

Ms. Balsinger and Ms. Schulz advised the Trustees that once the records are gone through a safe, secure and environmentally sound area will have to be made available to store Township records. It was suggested that the loft in the Fire Department and the area behind the cemetery office be used for storage of records.

Most of the remaining fiscal records that have not been sorted through have been moved from the Fire Station to the community building. The community building will be used as a work area to complete the sorting process. There are still some records in the garage storage area that need to be gone through. Those will be moved later.

Ms. Balsinger will be sending down a request to the State Historical Society to see if they are interested in some of the Justice of the Peace -Township records that have historical value but are not required to be kept. If they decline these records, the Local Historical Society has requested to have them.

**At approximately 11:30 AM, Mr. Campbell moved to adjourn, 11-10-14-S2,** seconded by Trustee Weimer, and passed with 2 ayes.

Date 12/09/2014

