

The Annual Records Retention Commission meeting held November 30, 2015, was called to order at approximately 9:00 AM by Chairman Weimer. After the Pledge of Allegiance the roll call was taken, Chairman Weimer, Trustee Tomaino, Fiscal Officer Schulz and Admin. Assistant, Lisa Balsinger were present. Trustee Campbell was absent.

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

Fiscal Officer Schulz opened the floor for nominations for Chairman of the Records Retention Committee, Trustee Weimer was nominated as Chairman of the Records Retention Commission for one year, 11-30-15-S1, seconded by Trustee Tomaino and passed with 2 ayes.

Trustee Weimer asked for an update of the status of the old records. 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, fire and cemetery records have been gone through and are boxed chronologically and marked on the outside of the boxes for easy access. There are now only very old Fiscal Officer records that need gone through. Unfortunately Jill Vaughn is not available any longer to help complete this project due to another commitment. It was suggested that possibly another local resident could be found to help complete the task of going through the last 10-15 boxes of records which need gone through and organized and labeled.

Fiscal Officer Schulz and Ms. Balsinger have set up a filing system for the old Township records so it should not be difficult to finish this task by year end.

Many records, unfortunately 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.

During the past year the loft in the Fire Department was converted into an excellent secure, well lit area which is now being used for storage of records.

Also Fiscal Officer Schulz stated that the State was notified of a change to the Milton Township Records Retention Policy and that was to amend the Fiscal Officer section stating that any Township insurance policies and related documents will be keep indefinitely and permanently. The State of Ohio accepted the policy changes and a signed acknowledgement from the state was incorporated in the State of Ohio Milton Township Records Retention Policy.

Plan for 2016, Trustee Tomaino will make arrangements for new keys and doors for both Records Retention Areas. Also Trustee Tomaino recommended that the Fiscal Officer have a complete record in each employee file including all disciplinary actions.

At approximately 9:30 AM, Mr. Tomaino moved to adjourn, 11-30-15-S2, seconded by Trustee Weimer, and passed with 2 ayes.

Date: December 30, 2015

