

The Annual Records Retention Commission meeting held December 11, 2018, was called to order at approximately 6:30 PM by Chairman Weimer. After the Pledge of Allegiance the roll call was taken, Chairman Weimer, Trustee Tomaino, Trustee Campbell, Fiscal Officer Balsinger and Admin. Assistant, Nicole Phillips 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 Balsinger opened the floor for nominations for Chairman of the Records Retention Committee, Trustee Weimer was nominated by Trustee Tomanio as Chairman of the Records Retention Commission for one year, 12-11-18-S1,** seconded by Trustee Campbell and passed with 2 ayes, Trustee Weimer abstained.

Trustee Weimer asked for an update of the status of the old records. Ms. Phillips stated that there have been no records pulled since 2015. The Fire Department and Financial records are being kept in a locked room above the fire station and all other department records are in a locked room in police garage. The police department does keep approximately 3 current years of police records in a locked records room in the police station.

Plan for 2019, The Fire Chief and Zoning inspector monitor their records and Fiscal will show Nicole how to begin reviewing the other records to see if there are any that qualify to be destroyed. Fiscal requested to offer up to 8 additional hours per pay for Nicole to work after regular work hours if needed to go through old records.

The empty office in the police department will be available to move boxes as needed to the room to go through and the office will be secured and the only keys available are the master keys that Chief Van Dyke, Nicole and Fiscal have.

**Trustee Campbell moved to offer up to 8 additional hours per pay period if needed to Nicole to work on the records purge when staying after regular work hours, 12-11-18-S2,** seconded by Trustee Tomaino and passed with 3 ayes.

**At approximately 6:49 PM, Mr. Tomaino moved to adjourn, 12-11-18-S3,** seconded by Trustee Weimer, and passed with 3 ayes.

1-15-19



The image shows three handwritten signatures, each written over a horizontal line. The top signature is the most legible and appears to be 'R. Weimer'. The middle signature is less legible but appears to be 'D. Tomaino'. The bottom signature is also less legible but appears to be 'J. Campbell'.