

RECORD OF PROCEEDINGS

Minutes of

SAYBROOK TOWNSHIP RECORDS COMMITTEE

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

December 22, 2020

Held _____ 20 _____

The Saybrook Township Record Committee was opened at 9:10 am with Committee Members Trustee Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees' and public, Robert Brobst, Gloria Baum and Lori Zebrasky in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

We have the video workshop "Local Government Records - Just the Basics" from the Ohio Historical Society. This video is 75 minutes long, approximately 60 minutes on records and 17 minutes on disaster preparedness for records. We should schedule a meeting during 2021 for all three Trustees and the Fiscal Officer to view this training tape.

A discussion was held on what records to either retain or destroy.

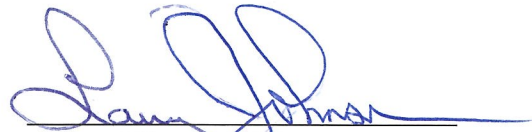
At this time, the committee will recommend to the Trustees that no Township records be disposed of, but take action to move forward to establish a retention schedule and schedule an independent review of documents.

#1. Norman Jepson moved resolution to meet in January 2021 to review and approve record retention schedule and compare to records currently maintained in the records room seconded by Larry Johnson.

Roll Call Voting: Norman Jepson yes
Larry Johnson Yes

#2. Norman Jepson moved to adjourn the meeting at 9:13am seconded by Larry Johnson.


Chairperson


Fiscal Officer

RECORD OF PROCEEDINGS

Meeting

Minutes of

_____ Held _____ 20