

RECORD OF PROCEEDINGS

Held December 27, 2022

The Saybrook Township Record Committee was opened at 10:13 a.m. with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees' and public, Trustees Robert Brobst, Thomas Pope, Fire Chief John Jyurovat, Office Manager 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 60 minutes long, approximately 60 minutes on records and 17 minutes on disaster preparedness for records. We should schedule a meeting during 2023 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.

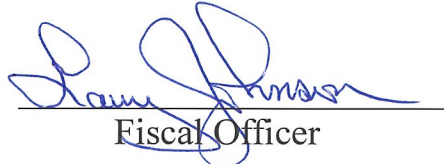
#1. Norman Jepson moved resolution to meet in January 2023 to review and approve record retention schedule and compare to records currently maintained in the records room seconded by Thomas Pope.

Roll Call Voting:	Thomas Pope	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

The meeting was adjourned at 10:15 a.m.



Chairperson



Fiscal Officer

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Minutes of _____ *Meeting*

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

Held _____