

RECORD OF PROCEEDINGS
SAYBROOK-TOWNSHIP-RECORDS-COMMITTEE

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held December 11, 2018

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The Saybrook Township Record Committee was opened at 10:00 am with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees' and public, Trustees Gloria Baum, Robert Brobst, Road Superintendent Marc Pope, Office Manager Lori Zebrasky, Fire Chief John Jyurovat, Zoning Inspector Barb Carr and Tim Baum 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 2019 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.

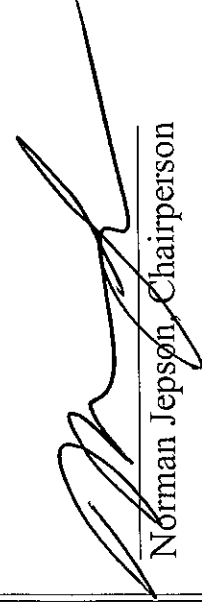
At this time, the committee will recommend to the Trustees that no Township records be disposed of, but take action to move forward to establish a retention schedule and schedule an independent review of documents.

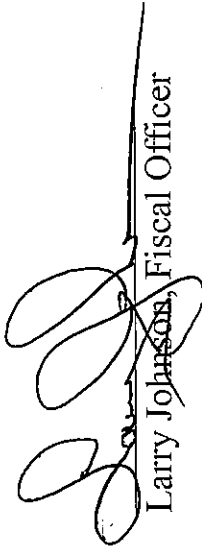
#1. Norman Jepson moved resolution to meet in January 2019 to review and approve record retention schedule and compare to records currently maintained in the records room seconded by Gloria Baum.

Roll Call Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes

#2. Norman Jepson moved to adjourn the meeting at 10:02 am seconded by Robert Brobst.

Voting:	Gloria Baum	Yes
	Robert Brobst	Yes
	Norman Jepson	Yes


Norman Jepson, Chairperson


Larry Johnson, Fiscal Officer