

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP-RECORDS-COMMITTEE

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held December 21, 2015

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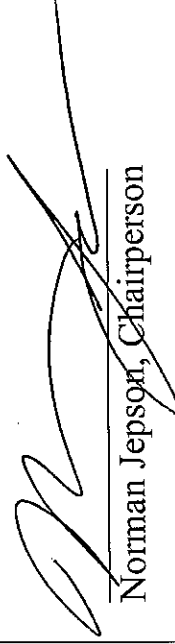
The Saybrook Township Record Committee was opened at 9:59 am with Committee Member Trustee Chairperson Norman Jepson. Along with non-committee attendees Trustee Robert Brobst, Office Manager Lori Zebrasky, Fire Chief John Jyurovat and public Tim Baum, Gloria Baum and Kathleen Kennedy in attendance at 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 2016 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.

The meeting was adjourned at 10:01 am.


Norman Jepson, Chairperson