

RECORD OF PROCEEDINGS

Minutes of

Meeting

SAYBROOK TOWNSHIP RECORDS COMMITTEE

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

20

DECEMBER 23, 2013

The Saybrook Township Record Committee Meeting was opened at 2:10 pm with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Joyce Crease, along with non-committee attendees Jane Hawn-Jackson, Robert Brobst, Larry Johnson, John Jyurovat and Garrett Ormiston in attendance at the Saybrook Township Administrative Offices, 7247 Center Road, Saybrook Township, Ohio 44004.

The recording of this meeting is on file at the Administrative Office. More detailed information can be obtained by listening to it at our office (job 225).

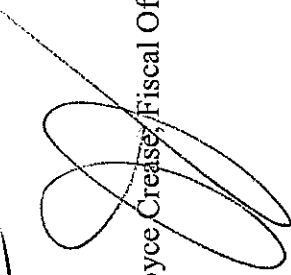
A discussion was held on whether any current records should be destroyed.

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 possibly schedule a review of documents.

The meeting was adjourned at 2:12 pm.



Norman Jepson, Chairperson



Joyce Crease, Fiscal Officer