

RECORD OF PROCEEDINGS

Minutes of SAYBROOK TOWNSHIP RECORDS COMMITTEE

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

December 30, 2019

Held _____ 20 _____

The Saybrook Township Record Committee was opened at 6:08 pm with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees' and public, Trustees Gloria Baum, Robert Brobst, and 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 75 minutes long, approximately 60 minutes on records and 17 minutes on disaster preparedness for records. We should schedule a meeting during 2020 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 2020 to review and approve record retention schedule and compare to records currently maintained in the records room seconded by Larry Johnson.

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

#2. Norman Jepson moved to adjourn the meeting at 6:10pm seconded by Gloria Baum.



Chairperson



Fiscal Officer