

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held SAYBROOK TOWNSHIP RECORDS COMMITTEE 20

December 12, 2017

The Saybrook Township Record Committee was opened at 10:04 am with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees' Robert Brobst and Gloria Baum public in attendance Marc Pope, John Jyurovat and Barb Carr 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 2018 for all three Trustees and the Fiscal Officer to view this training tape.

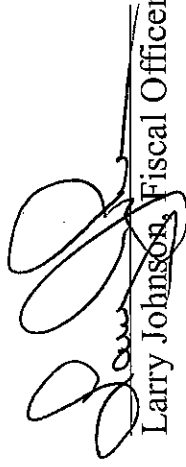
A discussion was held on what records to either retain or destroy.

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 10:06 am.



Norman Jepson, Chairperson



Larry Johnson, Fiscal Officer