

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held SAYBROOK TOWNSHIP RECORDS COMMITTEE 20

DECEMBER 20, 2016

The Saybrook Township Record Committee was opened at 8:11 am with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Larry Johnson, along with non-committee attendees' Robert Brobst, Gloria Baum, John Jyurovat 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 2017 for all three Trustees and the Fiscal Officer to view this training tape.

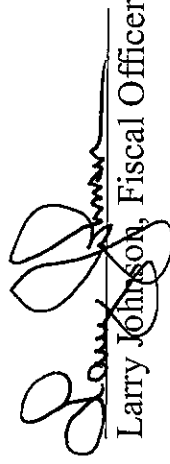
A discussion was held on what records to either retain or destroy.

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 8:13 am.



Norman Jepson, Chairperson



Larry Johnson, Fiscal Officer