

RECORD OF PROCEEDINGS
SAYBROOK TOWNSHIP RECORDS COMMITTEE

Minutes of

Meeting

DAYTON LEGAL BANK, INC., FORM NO. 10148

Held

DECEMBER 27, 2011

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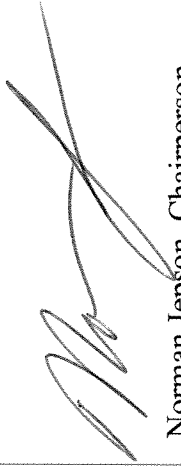
The Saybrook Township Records Committee was opened at 6:55 pm with Committee Members Trustee Chairperson Norman Jepson and Fiscal Officer Marc Pope, along with non-committee attendees Trustees Robert Brobst and Jane Hawn-Jackson and public Robert Vaughn and John Jyurovat in attendance at the Saybrook 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 2012 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 approximately 7:00 pm.



Norman Jepson, Chairperson



Marc Pope, Fiscal Officer