

RECORD OF PROCEEDINGS

Minutes of SAYBROOK TOWNSHIP RECORDS COMMITTEE

Meeting

BARRETT BROTHERS - DAYTON, OHIO

Form 6101

December 27, 2021

Held _____

The Saybrook Township Record Committee was opened at 9:00 am with Committee Members Trustee Gloria Baum and Fiscal Officer Larry Johnson, along with non-committee attendees' and public, Trustee Norman Jepson, Robert Brobst, Fire Chief John 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 60 minutes long, approximately 60 minutes on records and 17 minutes on disaster preparedness for records. We will schedule a meeting during 2022 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. Gloria Baum moved resolution to meet in January 2022 to review and approve record retention schedule and compare to records currently maintained in the records room seconded by Norman Jepson.

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

#2. Norman Jepson moved to adjourn the meeting at 9:05am
Seconded by Gloria Baum.

Voting:	Norman Jepson	Yes
	Robert Brobst	Yes
	Gloria Baum	Yes


Chairperson


Fiscal Officer