

The meeting was called to order at 12:20pm

Members present: Mayor Linda Clark, Clerk-Treasurer Jenny August, Solicitor Michele Stuck, Administrative Services Officer Kate Rogers

**Proposed records for destruction from the Service and Administrative departments:**

Kate Rogers started by presenting the current records retention schedule that is on file with the Ohio Historical Society. She then shared the list of records that she and Dave Akerley the Village Administrator and Jenny August the Clerk-Treasurer propose to be removed from our records storage. She asked for comments or concerns from the committee on any of the items on the list for destruction.

Mayor Clark asked whether we should keep the St. Gobain records until the payment agreement with them has been cleared up. The committee agreed to keep those. Additionally Treasurer August said that the records she is really looking to get rid of are the people who moved out of town long ago and who have no more tax obligation to the Village. Until all of the tax files are caught up she wants to hold on to most of the records of current residents.

Solicitor Stuck suggested that we change the most recent year for tax record removal to 2006 rather than 2007 because the Village can still go back to request back taxes from the 2007 returns until after the filing deadline for this year.

Ms. Rogers explained the water-sewer records that would be destroyed. They include copies, bill stubs, meter read slips, etc. The actual reading cards and payment histories will be maintained.

Ms. Rogers shared the process of how the records get approval for destruction. First our committee approves the list. Then it is sent to the Ohio Historical Society, the Mantua Historical Society, and the Auditor of State. These groups each have 15-days to make comments. If nothing is heard regarding these records then they are able to be destroyed.

The Mayor suggested that we talk with Chief Buchert and Linda Wilke to see what records they may want to get rid of. Ms. Rogers agreed to speak with them although she stated that she had tried to speak with the Chief but that he was reluctant to get rid of any records.

Treasurer August asked about keeping the envelopes for the parking tickets. She would like to get rid of them because she already has a copy of the envelope with the payment. Solicitor Stuck suggested that they are accounts receivable and could be treated as such for retention.

**Discussion about e-mail retention:**

The Records Retention Schedule which we have on file with the Ohio Historical Society was created before e-mail records were really taken into account. Ms. Rogers would like to propose that we add e-mail to our RC-2 under the appropriate categories so that we are making every attempt to store and maintain these appropriately.

We discussed e-mail and agreed to amend the RC-2.

❖ Motion to adjourn was made by Michele Stuck and seconded by Kate Rogers. All voted aye.

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Chairwoman Linda Clark

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Committee Member Kate Rogers