

SAGAMORE HILLS TOWNSHIP – PUBLIC FORUM
RECORDS RETENTION COMMISSION
7:00 p.m.
Monday, January 10, 2022 – media notified

Purpose of Meeting: To approve Records Retention Schedule RC2.

The meeting was called to order at 7:00 p.m.

Roll call:

R/C: DePasquale-present; Schweikert-present; Zaccardelli-present;
Laura Steimle, Fiscal Officer-present.

A sign-in sheet was made available at the beginning of the meeting and is available for viewing upon request.

Notice of the meeting:

The Public was notified of this meeting by a Legal Notice published in the News Leader on December 22, 2021 and posted on our website. Due to COVID the meeting was rescheduled for January 10, 2022 at 7:00 p.m. Media was notified by email and the meeting was posted on our website.

Motions and Resolutions:

1. Ms. Steimle moved to nominate David DePasquale as Chair of the Records Retention Commission. Mr. DePasquale accepted. Seconded by Mr. Schweikert.
R/C Vote: all in favor
2. Mr. DePasquale moved to appoint Ms. Steimle as Secretary of the Records Retention Commission. Ms. Steimle accepted. Seconded by Mr. Zaccardelli.
R/C Vote: all in favor
3. The Chair moved to nominate the overall supervision of the Fiscal Officer, the Police Chief, Road Superintendent, Administrator, Zoning Inspector, and Township Secretary to be responsible for all aspects of records retention and disposition within their respective departments, with the exceptions that all original financial invoices and personnel files be stored under the direct responsibility of the Fiscal Officer as stated in Resolution 45-07 of the Public Records Policy. Seconded by Zaccardelli.
R/C Vote: all in favor.
4. Mr. DePasquale moved to approve the 2022 SCHEDULE OF RECORDS RETENTION AND DISPOSITION (Form RC-2), and forward the original form as soon as possible to Ohio History Connection and ultimately to the State Auditor for consideration and approval as stated in Resolution 45-07 of the Public Records Policy. The complete text of Form RC-2 is attached to these official minutes.
Seconded by Mr. Schweikert. R/C Vote: all in favor

Mr. DePasquale asked whether there was any other business regarding record retention or any other business.

Mr. DePasquale made a motion to adjourn at 7:04 p.m. R/C Vote: all in favor