

SAGAMORE HILLS TOWNSHIP – PUBLIC FORUM
RECORDS RETENTION COMMISSION
9:00 a.m.
Wednesday, December 28, 2022 – media notified

Purpose of Meeting: To approve Records Retention Schedule RC2.

The meeting was called to order at 9:00 a.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 21, 2022 and posted on our website.

Motions and Resolutions:

1. Ms. Steimle moved to nominate John Zaccardelli as Chair of the Records Retention Commission. Mr. Zaccardelli accepted. R/C Vote: all in favor
2. Mr. Zaccardelli moved to appoint Ms. Steimle as Secretary of the Records Retention Commission. Ms. Steimle accepted. 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. Mr. DePasquale seconded the motion. R/C Vote: all in favor.
3. Mr. Zaccardelli moved to approve the 2023 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. DePasquale.
R/C Vote: all in favor

Mr. Zaccardelli asked whether there was any other business regarding record retention or any other business. There was no further business.

Mr. Zaccardelli made a motion to adjourn at 9:02 a.m. Seconded by Mr. DePasquale.
R/C Vote: all in favor