

RESOLUTION 23-53  
Adopted 12-28-23

SAGAMORE HILLS TOWNSHIP  
RECORD RETENTION MANUAL

RESOLUTION introduced by David DePasquale.


WHEREAS, the Sagamore Hills Township Board of Trustees have determined that there is a need to amend the Sagamore Hills Township Record Retention Manual for the proper destruction and elimination of all records, files, resources, etc. of the Township effective January 1, 2024.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sagamore Hills Township, Summit County, Ohio to amend the Sagamore Hills Township Record Retention Manual as created by the Sagamore Hills Township for the proper destruction and elimination of all records, files, resources, etc. of the Township effective January 1, 2024. (See Attached)

RESOLUTION seconded by John Zaccardelli.


Being called for adoption; the Roll Call Vote was as follows:

John Zaccardelli,

  
\_\_\_\_\_  
John Zaccardelli,  
Chair

aye.

Paul Schweikert,

  
\_\_\_\_\_  
Paul Schweikert,  
Vice Chair

aye.

David DePasquale,

  
\_\_\_\_\_  
David DePasquale,  
Trustee

aye.

Attest:

  
\_\_\_\_\_  
Laura Steimle, Fiscal Officer