

SAGAMORE HILLS TOWNSHIP – PUBLIC FORUM
RECORDS RETENTION COMMISSION
11:30 A.M.
Thursday, December 28, 2017 – media notified

Purpose of Meeting: To approve Records Retention Policies.

Trustee, John Zaccardelli called the meeting to order at 11:30 a.m.

Roll call:

R/C David DePasquale-present; John Zaccardelli-present; Paul Schweikert-absent;
Scott Gale, Fiscal Officer-absent.

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 fax to the newspaper.

Motions and Resolutions:

1. John Zaccardelli moved to nominate Paul Schweikert as Chair of the Records Retention Commission. Seconded by David DePasquale.
R/C Vote: DePasquale-aye; Zaccardelli-aye.
2. The current Chair (2017) of the Township Trustees, John Zaccardelli, moved to nominate Scott Gale as Secretary of the Records Retention Commission.
Seconded by David DePasquale. R/C Vote: DePasquale-aye; Zaccardelli-aye.
3. The current Chair of the Township Trustees, John Zaccardelli, 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: DePasquale-aye; Zaccardelli-aye.
4. The current Chair of the Township Trustees, John Zaccardelli, moved to approve the 2018 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. Mr. DePasquale seconded the motion.
R/C Vote: DePasquale-aye; Zaccardelli-aye.

Mr. Zaccardelli asked whether there were any questions. There were no questions.

The Chair requested a motion for adjournment at 11:32 a.m. Mr. DePasquale seconded the motion. R/C Vote: all in favor.

Respectfully submitted,