

SAGAMORE HILLS TOWNSHIP – PUBLIC FORUM
RECORDS RETENTION COMMISSION
7:00 p.m.
Monday, December 10, 2018 – media notified

Purpose of Meeting: To approve Records Retention Policies.

The meeting was called to order by Fiscal Office Mr. Scott Gale at 7:00 p.m.

Roll call:

R/C David DePasquale-present; John Zaccardelli-present; Paul Schweikert-present; Scott Gale, 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 fax to the newspaper.

Motions and Resolutions:

1. Mr. Gale moved to nominate Paul Schweikert as Chair of the Records Retention Commission. R/C Vote: all in favor
2. Mr. Schweikert moved to appoint Mr. Gale as Secretary of the Records Retention Commission. Mr. Gale thanked Mr. Schweikert and accepted.
R/C Vote: all in favor
3. Mr. Schweikert moved to approve the 2019 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. R/C Vote: all in favor

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

Mr. Schweikert made a motion to adjourn. R/C Vote: all in favor