

Record Retention Meeting; Thursday March 1st, 2018 @ 6:30 p.m.

Trustees Maynard, Jahn, and Wolfe in attendance.

Maynard moved to waive the review of the previous meeting minutes, Jahn seconded the motion.

Vote; Maynard-yes, Jahn-yes, Wolfe-yes Motion carries.

Assistant Fiscal Officer Brill went over public records policy, what constitutes a public record, who is point person for public record requests, electronic forms of public records and who is responsible for them.

Discussion went to the retention policy, Jahn questioned keeping employee medical reports in their respective employee files. Chief Welch recommended leaving as is.

Chief Welch was questioned about keeping e-mails when the township changes from the server to a cloud based network. Per Welch, he can't promise access.

Maynard went over the 2017 changes.

The trustees discussed changing

#80 Fire Dept. Alarm response reports to 5 years.

#92 Fire Dept. Firework permits to 2 years

Adding #113 Scioto Township J.E.D.D. retention permanent

Jahn moved to adopt the proposed changes, Maynard seconded the motion

Resolution 18-033 Vote; Maynard-yes, Jahn-yes, Wolfe-yes, Motion carried.

With no more business to come before the board Maynard moved to adjourn, Jahn seconded the motion
Vote; Maynard-yes, Jahn-yes, Wolfe-yes Meeting adjourned.