

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
RECORDS COMMISSION  
JANUARY 11, 2021  
6:15 P.M.**

**Minutes**

**Record Commission**

The role of the School District records commission is to provide rules for retention and disposal of records of the district and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by (ORC 149.41)

The meeting was called to order at 6:15 PM with Dr. Cornman, Mr. Brown, and Ms. Treolo present.

**Review of current Record Retention policy and Retention Schedule**

Adoption of amendments to the record retention schedule

Moved by Dr. Cornman, Seconded by Mr. Brown

**Vote: Dr. Cornman -Yes Mr. Brown-Yes Ms. Treolo-Yes**

**Records Disposal**

1. Application for One-Time Disposal of Obsolete Records (RC-1) **-NONE**
2. Certificate of Records Disposal (RC-3) – **Per Schedule of Records Retention**

Moved by Dr. Cornman, Seconded by Mr. Brown

**Vote: Dr. Cornman -Yes Mr. Brown-Yes Ms. Treolo-Yes**

Moved by Mr. Brown, Seconded by Dr. Cornman to adjourn at 6:17 p.m.

**Vote: Dr. Cornman -Yes Mr. Brown-Yes Ms. Treolo-Yes**

---

Dr. Jen Cornman, President

---

Brittany Treolo, Treasurer