

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
RECORDS COMMISSION  
JANUARY 10, 2022  
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 6:19 PM with Mr. Miller, 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 Mr. Miller, Seconded by Mr. Brown

**Vote: Mr. Miller-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 Mr. Brown, Seconded by Mr. Miller

**Vote: Mr. Miller-Yes Mr. Brown-Yes Ms. Treolo-Yes**

Moved by Mr. Miller, Seconded by Mr. Brown to adjourn at 6:21 p.m.

**Vote: Mr. Miller-Yes Mr. Brown-Yes Ms. Treolo-Yes**

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Mr. Thomas Miller

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Ms. Brittany Treolo, Treasurer