

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
RECORDS COMMISSION
JANUARY 6, 2020
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 6:20 PM with Ms. Deeds, 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 Ms. Deeds, Seconded by Mr. Brown

Vote: Ms. Deeds-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 Ms. Deeds, Seconded by Mr. Brown

Vote: Ms. Deeds -Yes Mr. Brown-Yes Ms. Treolo-Yes

Moved by Ms. Deeds, Seconded by Mr. Brown to adjourn at 6:22 p.m.

Vote: Ms. Deeds -Yes Mr. Brown-Yes Ms. Treolo-Yes

Dr. Jen Cornman, President

Brittany Treolo, Treasurer

