

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
RECORDS COMMISSION
JANUARY 7, 2019
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 6:11 PM with Mr. Ginise, Mr. Brown, and Mr. Sobul present

Review of current Record Retention policy and Retention Schedule

Adoption of amendments to the record retention schedule

Moved By Mr. Brown, Seconded by Mr. Sobul

Vote: Mr. Ginise-Yes Mr. Brown-Yes Mr. Sobul-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. Sobul, Seconded by Mr. Ginise

Vote: Mr. Ginise-Yes Mr. Brown-Yes Mr. Sobul-Yes

Records Storage

Recommend approval for storage of permanent and long term (greater than 3 years) electronically, where feasible, or offsite at Fireproof Storage facility. Note: records available for retrieval within 24 hours.

Moved by Mr. Ginise, Seconded by Mr. Brown

Vote: Mr. Ginise-Yes Mr. Brown-Yes Mr. Sobul-Yes

The meeting was adjourned at 6:13 PM

Mr. Russ Ginise, President

Mike Sobul, Treasurer