

**SAGAMORE HILLS TOWNSHIP – PUBLIC FORUM
RECORDS RETENTION COMMISSION**

Monday, December 12, 2011 6:45 p.m. – media notified

Purpose of Meeting: To approve Records Retention Policies.

Records Retention Commission Member Scott Gale called the meeting to order at 6:45 p.m.

Roll call:

R/C James P. Hunt, Vice Chair-present; Fiscal Officer Scott Gale-present.

A sign-in sheet was made available at the beginning of the meeting and is available for viewing upon request.

Notice of the meeting:

The Public was notified of this meeting by: e-mail to newspapers, and SHT web site.

Motions and Resolutions:

1. Scott Gale moved to nominate James P. Hunt as Chair of the Records Retention Commission. Mr. Hunt accepted and seconded the motion. R/C Vote: both in favor.
2. The Chair, Mr. Hunt, moved to nominate Scott Gale as Secretary of the Records Retention Commission. Mr. Gale accepted and seconded the motion. R/C Vote: both in favor.
3. The Chair moved to nominate the overall supervision of the Fiscal Officer, the Police Chief, Road Superintendent, Administrator, Zoning Inspector, and Township Secretary to be responsible for all aspects of records retention and disposition within their respective departments, with the exceptions that all original financial invoices and personnel files be stored under the direct responsibility of the Fiscal Officer as stated in Resolution 45-07 of the Public Records Policy. Mr. Gale seconded the motion. R/C Vote: both in favor.
4. The Chair moved to approve the 2011 SCHEDULE OF RECORDS RETENTION AND DISPOSITION (Form RC-2), and forward the original form as soon as possible to The Ohio Historical Society and ultimately to the State Auditor for consideration and approval as stated in Resolution 45-07 of the Public Records Policy. The complete text of Form RC-2 is attached to these official minutes. Mr. Gale seconded the motion. R/C Vote: both in favor.

The Chair requested a motion for adjournment at 6:47 p.m. Mr. Gale seconded the motion. R/C Vote: both in favor.

Respectfully submitted,