

WESTFIELD TOWNSHIP TRUSTEES

Records Commission
February 6, 2012
6:45 pm

Chairman Harris opened the meeting at 6:45 pm with the following trustees present: Gary Harris, Ronald Oiler, and James Likley. Also in attendance was fiscal officer, Martha Evans.

The fiscal officer gave the board a list of documents (list is attached to these minutes) that is recommended to be destroyed meets the records retention policy. Also presented was the RC2 document that the State of Ohio Auditor and Ohio Historical Society has signed permitting these documents to be destroyed that no longer have administrative value. Documents listed 1996-2011. The most recent documents are paper copies of e-mails that are more than 6 months old and draft meeting minutes. The last bulk destruction was in year 2000 when we moved to this facility.

In the records retention schedule there are items are checked that must be have the auditor and historical society's approval. None of the items that are on the list are in that checked category.

Trustee Likley made a motion to forward to the Board of Trustees the list of items for disposal meets the criteria set forth in the records retention policy for destruction (method of destruction will be shredding), seconded by Trustee Harris. Roll call: Oiler, aye; Likley, aye; Harris, aye.

**Trustee Likley made a motion to close this meeting at 6:55 pm, seconded by Trustee Oiler.
Unanimous**

Approved 02-20-2012