

TWIN VALLEY COMMUNITY LOCAL BOARD OF EDUCATION
Minutes – Records Commission Meeting
Monday, October 24, 2016 – 5:30 P.M.
Twin Valley South – Media Center
South Strong....Panther Proud

I. OPENING

A. Call to Order

President Pemberton called the meeting to order at 5:34 p.m.

B. Roll Call

Members present were: Mr. Robert Fischer, Mrs. Tearalee Riddlebarger and Mr. James Pemberton.

C. Discussion

Records Commission members discussed the need for the retention schedule, the procedures once the schedule is approved by the Auditor of State and the Ohio History Connection including the need for another meeting to approve records that will be able to be destroyed based on the approved schedule, and the tentative timeline for all of the required actions.

II. RECORDS RETENTION SCHEDULE

The Records Commission approved the Records Retention Schedule as presented.

III. ADJOURNMENT

Meeting adjourned at 5:40 p.m.

President

Attest: Treasurer