

MINUTES

**Norwalk City School District
Records Retention Commission Meeting
Monday, January 9, 2017, 7:00 pm - 7:16 pm
Norwalk High School**



I. Opening of Records Commission Meeting

Board President Cashen called the records commission meeting to order.

II. Call to Order - Roll Call

Board President, Superintendent and Treasurer.

The following members answered on roll call: Mr. Kevin Cashen, Board President, Mrs. Joyce Dupont, Treasurer, and Mr. George Fisk, Superintendent.

ORC 149.41 School district records commission.

There is hereby created in each city, local, joint vocational, and exempted village school district a school district records commission . . . Each records commission shall be composed of the president, the treasurer of the board of education . . . and the superintendent of schools in each such district . . . The commission shall meet at least once every twelve months.

The function of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the school district or educational service center. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

The commission discussed the previously approved records retention schedule and did not make any changes. There were no one time disposals required as the district has been disposing on schedule.

B. Adjourn Records Commission Meeting

The meeting was adjourned at 7:16 pm.

Move: Kevin Cashen Second: Joyce Dupont Status: Passed
Yes: Kevin Cashen, Joyce Dupont, George Fisk