



Minutes of the September 13, 2022 Records Retention Meeting
Meeting room at 7:34PM.

Present: President, Heather Brown, Vice President Richard Whittenberger, Cathey Mere, Janine Conway, Director Christopher Siscoe, Fiscal Officer Don Hemmelgarn

Called to Order at 7:34 PM.

- 1) The Library's record retention guidelines and a listing of the proposed records to be destroyed was distributed. The floor was opened to any discussion or questions regarding the listing. The attendees reviewed the listing independently. A motion was made to approve the destruction of the records listed pending submission to the Ohio History Connection. The motion was passed.
- 2) The Fiscal Officer informed the committee that there were eight boxes of older records remaining to be reviewed. The goal is to complete this during calendar year 2023.
- 3) The Fiscal Officer informed the committee that in connection with the records already reviewed, files for records that required permanent retention were set up. As audits are completed, those records can immediately be filed in the permanent box to expedite future destruction processes.
- 4) As the records are reviewed, a directory of the boxes is being updated to facilitate future record access. The directory will be posted in the storage room and maintained in the Fiscal Officer Office.

Meeting was adjourned at 7:38P