

**VILLAGE OF CHAUNCEY
RECORDS RETENTION COMMITTEE
MINUTES OF MEETING OF AUGUST 21, 2018**

The Mayor called the meeting to order at 5:01 PM.

Committee members present were Mayor Robert Matthey, Village Resident Cheryl Canter and Village Solicitor Robert Shostak. Fiscal Officer for the Village Leslie Nicholson was absent due to family matters. The Solicitor was appointed by the chair to be secretary for the meeting.

Prior matters involving Village records since the last meeting were briefly reviewed by the Mayor. The policy in place in the Village regarding records and records disposal was reported by the Mayor as working well. Files unimportant to the maintenance of a history of actions in the Village were disposed of upon approval of the Ohio Historical Society. The Mayor noted there were no ongoing records retention or requests which the Committee needed to discuss. Records stored at the Texas Eastern building will be reviewed by the Mayor and Village Administrator to determine which can be readied for disposal.

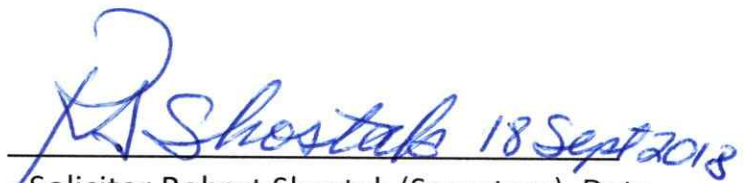
The Solicitor moved that the Mayor and the Fiscal Officer continue to retain Village records according to the Village policy in effect. The Mayor will continue to review old records such as invoices, correspondence, etc. which he deems appropriate for disposal and submit requests for approval to dispose from the Historical Society.

Second by Cheryl Canter. Voted AIF.

Motion by the Mayor to close the meeting. Second by Solicitor Shostak. Voted AIF.



Mayor Robert Matthey Date



Solicitor Robert Shostak (Secretary) Date