

VILLAGE OF CHAUNCEY
RECORDS RETENTION COMMITTEE
MINUTES OF MEETING OF February 19, 2019

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

Committee members present were Mayor Robert Matthey, Fiscal Officer for the Village Leslie Nicholson, Village Resident Cheryl Canter and Village Solicitor Robert Shostak.

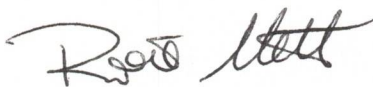
Prior matters involving Village records since the last meeting were briefly reviewed by the Mayor. The policy in place in the Village regarding records and records disposal was reported by the Mayor as working well. Files unimportant to the maintenance of a history of actions in the Village were disposed 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. Leslie Nicholson reports that some of the records stored at the Texas Eastern building will need to be reviewed by the Mayor and Village Administrator to determine which can be readied for disposal, as they have fell over an created a mess at the Texas Eastern building.

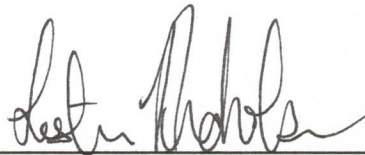
The Solicitor moved that the Mayor and the Fiscal Officer continue to retain Village records according to the Village policy in effect. The Mayor will continue to review old records such as invoices, correspondence, etc. which he deems appropriate for disposal and submit requests for approval to dispose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

Second by Cheryl Canter. Voted AIF.

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



Mayor, Robert Matthey Date



Fiscal Officer, Leslie Nicholson Date