



5714 Blessing Drive • Toledo OH 43612 • 419.726.6621 • Fax 419.726.0530 or 419.726.0528 • <http://www.washington-twp.com>

## RECORDS COMMISSION MEETING

### JUNE 22, 2020

Ms. Bodette called the meeting to order at 3:00 p.m. at the Township Hall.  
Mr. Mayfield present, Ms. Bodette present.

Motion: Mr. Mayfield nominated Ms. Bodette Chairperson, Ms. Bodette seconded.  
Roll Call: Ms. Bodette and Mr. Mayfield for Ms. Bodette.

Motion: Ms. Bodette nominated Mr. Mayfield Vice Chairperson, Mr. Mayfield seconded.  
Roll Call: Mr. Mayfield and Ms. Bodette for Mr. Mayfield.

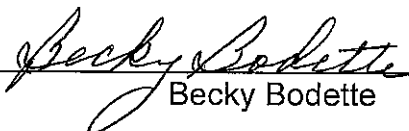
Motion: Approve Records Retention Schedule for audio recording of Board of Trustee Meetings for 15 years, Facebook Posts-internet communications for two years, emails of elected officials-communications received and sent via email for two years after their term in office ends, department head emails-communications received and sent via email for two years.

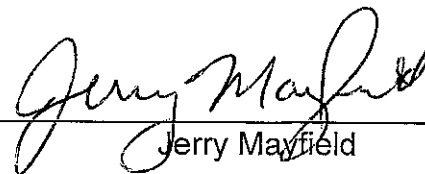
Ms. Bodette moved, Mr. Mayfield seconded.  
Mr. Mayfield yes, Mrs. Bodette yes.

Motion: All township email to comply with Ohio Electronic Records Committee Guidelines for Electronic Records Management.  
Mr. Mayfield moved, Ms. Bodette seconded.  
Roll Call: Mr. Mayfield yes, Ms. Bodette yes.

Motion: Each person with an "@Washington-twp.com" email account is responsible for compliance with public records request for their communications.  
Ms. Bodette moved, Mr. Mayfield seconded.  
Roll Call: Ms. Bodette yes, Mr. Mayfield yes.

Motion: Adjourn the meeting at 3:20 p.m.  
Mr. Mayfield moved, Ms. Bodette seconded.  
Roll Call: Mr. Mayfield yes, Ms. Bodette yes.

  
Becky Bodette

  
Jerry Mayfield



### RECORDS RETENTION SCHEDULE (RC-2)– Part 1

*See instructions before completing this form. Must be submitted with PART 2*

Section A and Section B must be filled out and signed by local government before submission to the State Archives

**Section A: Local Government Unit**

Washington Township (Lucas County)

(Local Government Entity)

(Unit)

*Becky Bodette*  
 (Signature of Responsible Official)

Becky Bodette  
 (Name)

Fiscal Officer  
 (Title)

*7.2.20*  
 (Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Washington Township (Lucas County)

Records Commission

419.726.6621

5714 Blessing Dr.

Toledo

43612

(Telephone Number)  
 Lucas

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

*office@washington-twp.com*

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*Becky Bodette*  
 Records Commission Chair Signature

*7.2.20*  
 Date

**Section C: Ohio History Connection - State Archives**

Signature

Title

Date

**Section D: Auditor of State**

Signature

Title

Date

*Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form*

**Subject:** Washington Township (Lucas County)  
**From:** Office <office@washington-twp.com>  
**Date:** 7/2/2020, 11:41 AM  
**To:** localrecs@ohiohistory.org

Good Afternoon.

Attached you will find the records retention schedule for Washington Township in Lucas County. Please let us know if you need anything else from us.

Sincerely,

Kelly Coressel

Elected Officials Assistant

— Attachments: —

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WashingtonTownship-LucasCounty 722020.pdf

1.1 MB

**Subject:** Automatic reply: Washington Township (Lucas County)

**From:** localrecs <localrecs@ohiohistory.org>

**Date:** 7/2/2020, 11:42 AM

**To:** Office <office@washington-twp.com>

Thank you for your message. In our efforts to curb the spread of COVID-19, some Ohio History Connection employees are working away from the office, including myself. As a result, my response times may be delayed, but your message is important to me.

If you want the most up-to-date information on our COVID-19 response, please visit [ohiohistory.org/covid19](https://ohiohistory.org/covid19).