



TRUSTEES: Don Barto, Sr. 517.581.6871
Kellie Schlachter 419.350.2945
Mark Schuster 419.466.9884

FISCAL OFFICER: Michele Nowakowski 419.410.8304

2469 Shoreland Avenue, Toledo, OH 43611, 419.726.6621, Fax 419.727.9833 <http://www.washington-twp.com>

SPECIAL MEETING RECORDS COMMISSION MEETING JUNE 14, 2022

Michele Nowakowski, Fiscal Officer called the meeting to order at 5:29 p.m.

Present is Trustee Don Barto, Chair, and Michele Nowakowski, Fiscal Officer.

MOTION: NOMINATE MICHELE NOWAKOWSKI, FISCAL OFFIER, AS CHAIRPERSON OF OUR RECORDS COMMISSION.

Trustee Barto moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Barto yes.

MOTION: NOMINATE DON BARTO AS VICE CHAIRPERSON OF OUR RECORDS COMMISSION.

Michele Nowakowski moved; Trustee Barto seconded.

Roll Call: Trustee Barto yes, Michele Nowakowski yes.

Michele Nowakowski, Fiscal Officer

We have received updated retention schedules from Department Heads for each Department. Additions and modifications were made. Modifications include, but are not limited to, updated media types since more electronic methods are being used to store records.

MOTION: TO APPROVE THE SCHEDULES OF RETENTION FOR OUR TOWNSHIP THAT WAS RECEIVED FROM DEPARTMENT HEADS FOR EACH DEPARTMENT.

Michele Nowakowski moved; Don Barto seconded.

Roll Call: Michele Nowakowski yes, Trustee Barto yes.

MOTION: THAT ALL TOWNSHIP PERSONNEL IS TO COMPLY WITH OHIO ELECTRONIC RECORDS COMMITTEE GUIDELINES FOR ELECTRONIC RECORDS MANAGEMENT. THESE GUIDELINES ARE FOUND ON OHIOERC. ORG.

Trustee Barto moved; Michele Nowakowski seconded.

Roll Call: Trustee Barto yes, Michele Nowakowski yes.

MOTION: THAT EACH PERSON WITH A “@WASHINGTON-TWP.COM” EMAIL ADDRESS IS RESPONSIBLE FOR COMPLIANCE WITH PUBLIC RECORDS REQUEST FOR THEIR COMMUNICATIONS.

Michele Nowakowski moved; Trustee Barto seconded.

Roll Call: Michele Nowakowski yes, Trustee Barto yes.

MOTION: TO SUBMIT OUR APPROVED SCHEDULES TO OHIO HISTORY CONNECTION TO START THE PROCESS OF THE STATE’S APPROVAL.

Michele Nowakowski moved; Trustee Barto seconded.

Roll Call: Michele Nowakowski yes, Trustee Barto yes.

MOTION: TO ADJOURN MEETING AT 5:32 P.M.


Michele Nowakowski moved; Trustee Barto seconded.

Roll Call: Mr. Barto yes, Michele Nowakowski yes.

Approved by:



Don Barto



Michele Nowakowski

Kimberly Kay