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RECORDS COMMISSION MEETING JUNE 27, 2023

Michele Nowakowski, Fiscal Officer called the meeting to order at 5:45 p.m.

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

MOTION: NOMINATE MICHELE NOWAKOWSKI, FISCAL OFFICER, AS OUR RECORDS COMMISSION CHAIRPERSON OF 2023.

Trustee Barto moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Barto yes.

MOTION: NOMINATE DON BARTO AS OUR VICE CHAIRPERSON OF OUR RECORDS COMMISSION OF 2023.

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. Some additions include, but are not limited to, forms created this year such as the cash deposit form that corresponds to our new cash management policy.

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

Michele Nowakowski moved; Trustee 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. WEBSITE.

Trustee Barto moved; Michele Nowakowski seconded.

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

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

Trustee Barto moved; Michele Nowakowski, seconded.

Roll Call: Michele Nowakowski yes, Trustee Barto yes.

MOTION: THAT EACH DEPARTMENT HEAD IS TO BE RESPONSIBLE FOR SUBMITTING A LIST OF THEIR RECORDS NEEDING TO BE DESTROYED TO THE RECORDS COMMISSION.

Michele Nowakowski moved; Trustee Barto seconded.

Roll Call: Michele Nowakowski, yes; Trustee Barto yes.

Michele Nowakowski would like it noted that they need to be listed on the appropriate RC Form. There are two forms that need filled out. There is a book by the front door with forms in it.

MOTION: TO ADJOURN MEETING AT 5:50 P.M.

Michele Nowakowski moved; Trustee Barto seconded.

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

Approved by:


Don Barto


Michele Nowakowski


Kimberly Kay