



**TRUSTEES:** Jerry Mayfield 419-729-1167  
Don Barto, Sr. 517-581-6871  
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>

## **Records Commission Meeting August 13<sup>th</sup>, 2024**

Michele Nowakowski, Fiscal Officer called the meeting to order at 5:46pm and thanked Trustee Don Barto for being Vice Chairperson last year.

Present is Jerry Mayfield, Trustee Chair and Michele Nowakowski, Fiscal Officer.

**MOTION: NOMINATE MICHELE NOWAKOWSKI, FISCAL OFFICER, AS OUR RECORDS COMMISSION CHAIRPERSON OF 2024.**

Trustee Mayfield moved; Michele Nowakowski seconded.

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

**MOTION: NOMINATE TRUSTEE JERRY MAYFIELD AS OUR VICE CHAIRPERSON OF OUR RECORDS COMMISSION OF 2024.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

Michele Nowakowski:

We have received updated retention schedules from our Department Heads. Updates include: electronic versions rather than paper media type.

**MOTION: TO APPROVE OUR TOWNSHIP'S SCHEDULES OF RETENTION FOR EACH DEPARTMENT.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

**MOTION: 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 Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

**MOTION: EACH EMPLOYEE IS TO BE RESPONSIBLE FOR COMPLIANCE WITH PUBLIC RECORDS REQUESTS FOR THEIR WRITTEN AND EMAIL COMMUNICATIONS.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

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

Trustee Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

Michele Nowakowski:

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 legal case, claim, action or request. Therefore I motion. . .

**MOTION: EACH DEPARTMENT HEAD IS TO BE RESPONSIBLE FOR SUBMITTING A LIST OF THEIR RECORDS TO BE DESTROYED TO THE RECORDS COMMISSION TO RECEIVE APPROVAL BEFORE THEY ARE DESTROYED.**

Michele Nowakowski moved; Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

Michele Nowakowski:

I would like it noted that records needing to be destroyed are to be listed on the appropriate Records Commission form. The Records Commission book is listed by our entrance door with the forms in it.

**MOTION: TO KEEP PUBLIC RECORDS COST AT .05 PER COPY AND AT TOWNSHIP'S COST FOR FLASH DRIVE/CD OR DVD. (No labor cost is to be charged).**

Trustee Mayfield moved; Michele Nowakowski seconded.

Roll Call: Michele Nowakowski yes, Trustee Mayfield yes.

**MOTION: TO ADJOURN MEETING AT 5:50 PM.**

Michele Nowakowski moved. Trustee Mayfield seconded.

Roll Call: Trustee Mayfield yes, Michele Nowakowski yes.

Approved By:

X *Michele Nowakowski*

Michele Nowakowski  
Fiscal Officer/Record Commission Chair

X *Jerry Mayfield*

Jerry Mayfield  
Trustee Chairman/Record Commission Vice Chair