

RECORD OF PROCEEDINGS

1945

Minutes of

Clearcreek Township Trustees

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

DECEMBER 6,

2013

(YEAR)

The Clearcreek Township Records Commission met at 1:30 p.m. In attendance were Mrs. Oda, Mr. Wade, Mrs. Rothenberger, Mr. Wilhelm, and Mr. Pickett.

Under Old Business, Mrs. Rothenberger noted that because of staff changes, there was no Records Commission meeting in 2012. Because of an ongoing legal matter, no documents could have been destroyed.

Mr. Wade moved to appoint Diane Rothenberger as the secretary for the Clearcreek Township Records Commission. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Mr. Wade-yea; Mrs. Oda-yea.

Mr. Wilhelm stated that Robert W. Schultz was planning on attending the meeting to update the commission on changes to the record retention program, including the revised RC2s, but was unable to do so.

Mr. Wade moved to approve and send the new RC2s to the Ohio Historical Society and the Ohio Auditor of State per the Ohio Revised Code. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Mr. Wade-yea; Mrs. Oda-yea.

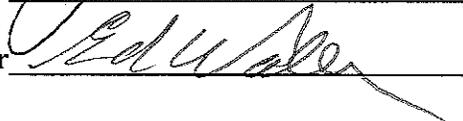
A brief discussion followed concerning vendors who destroy documents.

With no further business to conduct, Mr. Wade moved to adjourn the meeting at 1:36 p.m. The motion was seconded by Mrs. Oda and upon roll call the vote was as follows: Mr. Wade-yea; Mrs. Oda-yea.

Board Member



Board Member



1946

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 16148

Held \_\_\_\_\_, \_\_\_\_\_ (YEAR)