

Sugar Creek Township, Wayne County Ohio

RECORD OF PROCEEDINGS

The minutes of the Public Records Commission Meeting on September 8, 2020.

PRESENT WERE JON HOFSTETTER, TOM GREGORY, SCOTT WIDMER; AND FISCAL OFFICER ANITA FISHER.

- Jon Hofstetter called the meeting to order at 7:00 p.m.
- Jon Hofstetter reviewed the history of the Public Records Retention process and described the various forms RC-1, RC-2, and RC-3.
- Jon Hofstetter moved to approve Resolution 2020-09-08-01PR to destroy the following documents and steps to be taken in that process:
 1. Sugar Creek Township documents that are listed on the Ohio History Connection State Archives of Ohio RC-2 approved on May 18, 2018.
 2. Sugar Creek Township documents that have exceeded the required retention period as reflected on the RC-2 column three.
 3. To create a list that includes the RC-2 identification, document start date, document end date, the resolution approving disposal, and the date of destruction.
 4. Contact the State of Ohio History Connection for advice on items older than 50 years. If they do not want the record, we will follow their advice on destruction or retention.

Scott Widmer seconded.

A roll call vote was taken:

Jon Hofstetter – Yes

Scott Widmer – Yes

Tom Gregory – Yes

Motion carried.

- We will meet at September 30, 2020 at 1:30 p.m. at Reed Record Storage to continue work.
- Scott Widmer made a motion to adjourn at 7:20 p.m. Tom Gregory seconded. Motion carried.



Jon Hofstetter, President



Anita Fisher, Fiscal Officer