

MEDINA TOWNSHIP RECORDS

RETENTION MEETING

May 16, 2019

5:45 PM

I. ROLL CALL

II. DISCUSSION OF RECORD RETENTION

III. ADJOURN

**MEDINA TOWNSHIP TRUSTEES
MINUTES OF RECORDS RETENTION MEETING
May 16, 2019
6:45 PM**

The Medina Township Board of Trustees met at the Medina Townhall on May 16, 2019, to conduct a Records Retention session. Chairman Ken DeMichael called the meeting to order at 6:54 pm with the following Trustees in attendance: Ken DeMichael, Mike Stopa and Mark Radice. Also, in attendance was the Fiscal Officer, Mrs. Ventura. The meeting was open to the general public.

Roll Call

Mr. DeMichael asked for a roll call of all members present. Trustees present were Mr. DeMichael, Mr. Stopa and Mr. Radice.

Discussion of Records Retention

Mr. DeMichael moved to adopt the Records Retention Schedule. It's a one (1) page document as presented. Mr. Stopa seconded. Voting aye thereon: Mr. DeMichael, Mr. Stopa and Mr. Radice. A short discussion followed stating that this Schedule document will be sent to the State for their approval.

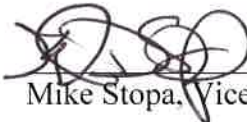
Adjournment

Mr. DeMichael moved to adjourn. Mr. Stopa seconded. Voting aye thereon: Mr. DeMichael, Mr. Stopa and Mr. Radice. There being no further business to come before the Board the meeting was adjourned at 6:56 pm.



Angela Ventura, Fiscal Officer

Ken DeMichael, Chairman



Mike Stopa, Vice-Chairman



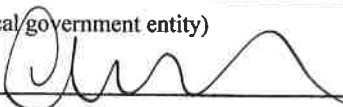
Mark Radice, Trustee



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit


Medina Township		Fiscal Officer	
_____ (local government entity)		_____ (unit)	
	Angela Ventura	Fiscal Officer	5/16/19
_____ (signature of responsible official)	_____ (name)	_____ (title)	_____ (date)

Section B: Records Commission

_____ Records Commission		330-721-1380 (telephone number)	
3799 Huffman Road (address)	Medina (city)	44256 (zip code)	Medina (county)

To have this form returned to the Records Commission electronically, include an email address:
medinatownship@medinatownship.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that 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 pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	5/16/19
_____ Records Commission Chair Signature	_____ Date

Section C: Ohio History Connection - State Archives

_____ Signature	_____ Title	_____ Date
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Section D: Auditor of State

_____ Signature	_____ Title	_____ Date
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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.*

Medina Township

Fiscal Officer

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FO1	Floppy Discs, UAN Lotus Tapes, End of Year CD's, UAN Manuals all obsolete unable to open	4 yrs. After audit	Multi		<input type="checkbox"/>
FO2	2007 public mtg notices, 2014-2015 agendas, copies of traffic calming policy (original in file)	2 yrs. After audit	Paper		<input type="checkbox"/>
FO3	1996 to 2014 unsuccessful road bids, 2008 successful road bids	3 yrs. After audit	Paper		<input type="checkbox"/>
FO4	1996 to 2011 Audit Reports	5 yrs. After audit	Paper		<input type="checkbox"/>
FO5	2008 to 2014 receipt books	3 yrs. After audit	Paper		<input type="checkbox"/>
FO6	2014 to 2015 Legal Notices	2 yrs. After audit	Paper		<input type="checkbox"/>
FO7	2013 to 2014 Purchase Orders	3 yrs. After audit	Paper		<input type="checkbox"/>
FO8	2011 to 2015 Phone Logs	2 yrs. After audit	Paper		<input type="checkbox"/>
FO9	2002 Police Survey Re: full-time Police Department	2 yrs.	Paper		<input type="checkbox"/>
FO10	2012 Comprehensive Plan Surveys – They came back from Post Office marked undeliverable	1 yr.	Paper		<input type="checkbox"/>
FO11	2004 to 2014 Bank Deposits and Reconciliations	4 yrs. After audit	Paper		<input type="checkbox"/>
FO12	2000 to 2012 Accounts Payable	4 yrs. After audit	Paper		<input type="checkbox"/>
FO13	2014 to 2015 Employment Apps non-hires	2 yrs.	Paper		<input type="checkbox"/>
FO14	2014 Trustee Meeting Tapes	1 yr. after incorporated in minutes	Plastic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>