

**MEDINA TOWNSHIP TRUSTEES  
RECORDS COMMISSION MEETING**

**JANUARY 9, 2020 6:45 PM**

- I. ROLL CALL**
- II. APPROVAL TO SEND RETENTION SCHEDULE**
- III. APPOINTMENT OF RECORDS CUSTODIAN**
- IV. PUBLIC COMMENT**
- V. ADJOURN**

RC 1-9-2020

**ENTITY NAME: Medina Township**

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**MINUTES TITLE: January 9, 2020 Records Commission Meeting**

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**BOARD NAME: Records Commission**

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**TYPE OF MEETING: Annual Records Commission**

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**VOTING SESSION: No**

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**DATE: 1/9/2020**

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**START TIME: 6:46 pm**

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**END TIME: 6:50 pm**

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**MEETING LOCATION: Medina Township Hall**

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**RECORD OF PROCEEDINGS:**

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**CALLED TO ORDER BY: Mr. Michael Stopa**

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## RECORD OF PROCEEDINGS

### BOARD MEMBERS ROLL CALL

NAME	PRESENT
Mr. Michael Stopa – Chairman, Trustee	Present
Mrs. Angela Ventura – Fiscal Officer	Present

### IN ATTENDANCE

NAME	VISITOR/EMPLOYEE	COMMENTS
Mark Radice	Trustee	
Chuck Johnson	Trustee	
Nick Dominguez	Employee	
Nick Dominguez, Jr.	Employee	
Alliss Strogin	Employee	
Chief Travis Colonius	Employee	
Denny Miller	Employee	
Elaine Ridgley	Employee	
Yvonne Rodman-Sopata	Employee	
Matt Ventura	Employee	
Sign in sheet for visitors is attached to the minutes.	Visitor	

### APPROVAL TO SEND RETENTION SCHEDULE

STATEMENT <b>:27 minutes</b>	<b>Mike Stopa:</b> At this time, I'd like to approve to send a Records Retention Schedule down to the State. It's going to be a five (5) page document as presented. Corrected by Mr. Stopa to state, five (5) separate packets that'll be sent down for our Records Retention Schedule.
Agreement by Board Member	Mrs. Ventura <span style="float: right;">Yes</span>
DISCUSSION	Mr. Stopa, Mrs. Ventura and Mr. Dominguez Jr discussed time frames and the next steps required of the State to move ahead with records retention and/or disposal.

### APPOINTMENT OF RECORDS CUSTODIAN

STATEMENT <b>1:52 minutes</b>	<b>Mike Stopa:</b> At this time, I'd like to make an appointment for the Records Commission Custodian to be Nick Dominguez Jr.
Agreement by Board Member	Mrs. Ventura <span style="float: right;">Yes</span>

**PUBLIC COMMENT**

There was Public comment.
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**ADJOURN**

STATEMENT 3:33 minutes	<b>Mike Stopa:</b> The Records Commission meeting is adjourned at 6:50 pm.	
Agreement by Board Member	Mrs. Ventura	Yes



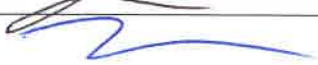
**MINUTES PREPARED BY**

Name	TITLE	DATE
Nick Dominguez	Office Assistant	1/17/2020

**ATTESTED BY**

SIGNATURE	TITLE	DATE
	Fiscal Officer	2/4/2020

**BOARD/COUNCIL CERTIFIED**

SIGNATURE	TITLE	DATE
	Chairman	2/4/2020
	Vice Chairman	2/4/2020
	Trustee	2/4/2020

