

ROLL CALL

Notice of this meeting was given in accordance with the provisions of Policy BD of the Green Local Board of Education, which were adopted in accordance with Section §121.22 of the Ohio Revised Code and the Ohio Administrative Procedures Act.

Sandi Cherry-Present **Thom Davis** – Present **Amber McCalvin**-Absent **Keith Otworth**-Present **Sandi Poe** - Present

Review Request For School Records Disposal

It is recommended that the Records Commission review the application for one-time disposal of records as listed below.

- Application from the Treasurer’s Office
- Application from the Superintendent’s Office

Records To Be Disposed

- Treasurer’s Office
 - 2013 Board Agendas
 - FY 2005:
 - Vouchers
 - Receipt Books
 - Bank Statements
 - Payroll Bank Statements
- Superintendent’s Office
 - Personnel Applications over a year old
 - Classified substitute nomination lists over a year old
 - Miscellaneous Correspondence over a year old
 - Memos over a year old
 - Substitute teacher nominations and applications over a year old
 - Substitute classified applications over a year old

Motion #1 Thom Davis moved to adjourn the meeting at 5:32 p.m. Sandi Poe seconded the motion.

Sandi Cherry Yes **Thom Davis** Yes **Amber McCalvin** Absent **Keith Otworth** Yes **Sandi Poe** Yes

The president declared the motion carried.

Signed _____

Attested _____