

Records Commission

January 9

5:30 P.M.

2018

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-yes **Rusty Gleim** absent **Amber McCalvin** Yes **Keith Otworth**- yes **Sandi Poe** - yes

Motion # 1 Keith Otworth moved that the record commission review the application for the following one-time disposal of records as listed below. Keith Otworth second the motion seconded the motion.

Application from the Treasurer's Office
Application from the Superintendent's Office

RECORDS TO BE DISPOSED

Treasurer's Office

2015 Board Agendas
FY 2007:

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 application over a year old

Motion # 1 Keith Otworth moved to adjourn the Records Commission meeting. Amber McCalvin second the motion seconded the motion.

Sandi Cherry-yes **Rusty Gleim** absent **Amber McCalvin** Yes **Keith Otworth**- **Sandi Poe** - yes

Time:5:35pm

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Time 8:12

Signed _____

Attested _____