

**BRIMFIELD TOWNSHIP BOARD OF TRUSTEES
RECORDS RETENTION MEETING**

Wednesday February 24, 2016
BRIMFIELD FISCAL OFFICE

The Brimfield Township Records Retention Committee met on Wednesday February 24, 2016. Members present were Trustees Sue Fields and John Dalziel Fiscal Officer. Also present was Records Retention Officer Nancy C. Rodd and Police Chief Roy Mosley.

Call to Order

Records Retention Chairman Sue Fields called the meeting to order at 9:02 AM.

RESOLUTION #2016-071

Re: Approval of RC-2 revisions to the Police Department Records Retention Schedule

WHEREAS: The Brimfield Township Records Retention Committee shall recommend the RC-2 revisions be accepted, therefore be it,

RESOLVED: The Brimfield Township Records Retention Committee shall recommend the RC-2 revisions be accepted as prescribed by the Ohio Historical Society guidelines. A copy will reside in the Records Retention Officer's office.

Records Commission Chairman Sue Fields moved to accept the above resolution. John Dalziel second. Upon a roll call vote:

Sue Fields – aye John Dalziel – aye
Motion passed

RESOLUTION #2016-072

Re: Approval of RC-2 Brimfield-Kent JEDD Retention Schedule

WHEREAS: The Brimfield Township Records Retention Committee shall recommend the RC-2 for the Brimfield-Kent JEDD Retention Schedule be accepted, therefore be it,

RESOLVED: The Brimfield Township Records Retention Committee shall recommend the RC-2 for the Brimfield-Kent JEDD be accepted as prescribed by the Ohio Historical Society guidelines. A copy will reside in the Records Retention Officer's office.

Records Commission Chairman Sue Fields moved to accept the above resolution. John Dalziel second. Upon a roll call vote:

Sue Fields – aye John Dalziel – aye
Motion passed

MOTION #2016-073

There being no further business to come before the Board at this meeting Records Chairman Sue Fields moved to adjourn at 9:21 AM. Member John C. Dalziel seconded. Upon a Roll Call Vote:

Sue Fields – aye John Dalziel – aye
Motion passed

We, the Records Retention Commission of Brimfield Township do hereby set our hands as approval of the foregoing as a true and accurate record of the proceedings.

Sue Fields, Chairman

John Dalziel, Member