



**KETTERING BOARD OF EDUCATION
RECORDS COMMISSION
APRIL 26, 2022**

The Records Commission of the Kettering City School District met in Regular Session at the Kettering Fairmont Media Center, 3301 Shroyer Road, Kettering, OH 45429 on April 26, 2022, at 5:30 p.m.

The meeting was called to order by the Chairperson, Toby Henderson at 5:37 p.m.

Roll Call: Present, Three. Mr. Toby Henderson, Mr. Scott Inskeep, Mr. Cary Furniss.
Absent, None.

In Attendance: None.

Records Official Update

Mr. Furniss, District Records Officer, reported on the current status of disposals, records storage and public records tracking. The recommendation will be for the Records Commission to approve an updated Master Retention Schedule, submit the schedule to the Ohio History Connection and implement a system of disposal with the buildings and departments in the District.

Motion 1-22 Approve Master Retention Schedule

It was moved by Mr. Inskeep, seconded by Mr. Henderson for the commission to approve the Master Retention Schedule and submit it to the Ohio History Connection.

Roll Call: Ayes, Three. Mr. Toby Henderson, Mr. Scott Inskeep, Mr. Cary Furniss.
Nays, None.
The president declared the motion carried.

Motion 2-22 Adjournment

It was moved by Mr. Inskeep, seconded by Mr. Henderson to adjourn the meeting at 5:44 p.m.

Roll Call: Ayes, Three. Mr. Toby Henderson, Mr. Scott Inskeep, Mr. Cary Furniss.
Nays, None.
The president declared the motion carried.

Attest: Treasurer, Board of Education

Attest: President, Board of Education