



**KETTERING BOARD OF EDUCATION
RECORDS COMMISSION
MARCH 7, 2023**

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 March 7, 2023, at 5:30 p.m.

The meeting was called to order by the Chairperson, Toby Henderson at 5:33 p.m.

Roll Call: Present, Three. Mr. Toby Henderson, Ms. Mindy McCarty-Stewart, 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 the report of disposals and submit the schedule to the Ohio History Connection.

Motion 1-23 Approve Master Retention Schedule

It was moved by Mr. Henderson, seconded by Ms. McCarty-Stewart for the commission to approve the RC-3 Certificate of Disposal and submit it to the Ohio History Connection.

Roll Call: Ayes, Three. Mr. Toby Henderson, Ms. Mindy McCarty-Stewart. Mr. Cary Furniss.
Nays, None.
The president declared the motion carried.

Motion 2-23 Adjournment

It was moved by Mr. Henderson, seconded by Ms. McCarty-Stewart to adjourn the meeting at 5:39 p.m.

Roll Call: Ayes, Three. Mr. Toby Henderson, Ms. McCarty-Stewart, Mr. Cary Furniss.
Nays, None.
The president declared the motion carried.

Attest: Treasurer, Board of Education

Attest: President, Board of Education