

HILLSDALE SCHOOLS
479 TR 1902, Jeromesville, Ohio 44840
RECORDS RETENTION ANNUAL MEETING
Thursday, December 12,2024
8:00 A.M.
Hillsdale Board Conference Room

Agenda

I. Call to Order

_____ Mrs. King

_____ Mrs. Trevathan

_____ Mrs. Deter

II. Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for All.

III. Recommend approval of the revised Records Retention Schedule (RC-2).

Moved by _____, seconded by _____

_____ Mrs. Deter, _____ Mrs. King, _____ Mrs. Trevathan

IV. Recommend to approve the Certificate of Records Disposal (RC-3) per attached, items to be destroyed per approved Records Retention Schedule (RC-2).

Moved by _____, seconded by _____

_____ Mrs. Deter, _____ Mrs. King, _____ Mrs. Trevathan

V. Adjournment

Moved by _____, seconded by _____ to adjourn the Records Retention meeting at _____.

_____ Mrs. Deter, _____ Mrs. King, _____ Mrs. Trevathan