

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT
RECORDS COMMISSION
JANUARY 8, 2024
6:15 P.M.**

Minutes

The meeting was called to order at 6:17 p.m. with Thomas Miller, Jeff Brown, and Brittany Treolo present.

Record Commission

The role of the School District records commission is to provide rules for retention and disposal of records of the district and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by (ORC 149.41)

Review of current Record Retention policy and Retention Schedule

Moved by Mr. Miller, Seconded by Mr. Brown

Vote: Mr. Miller, Aye; Mr. Brown, Aye; Ms. Treolo, Aye

Records Disposal

1. Application for One-Time Disposal of Obsolete Records (RC-1) **-NONE**
2. Certificate of Records Disposal (RC-3) – **Per Schedule of Records Retention**

Moved By Mr. Brown, Seconded by Mr. Miller

Vote: Mr. Miller, Aye; Mr. Brown, Aye; Ms. Treolo, Aye

Adjournment

Moved by Mr. Miller, Seconded by Mr. Brown

Vote: Mr. Miller, Aye; Mr. Brown, Aye; Ms. Treolo, Aye

The meeting adjourned at 6:18 p.m.

Commission members:
Thomas Miller, Board President
Jeff Brown, Superintendent
Brittany Treolo, Treasurer