

**GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT  
RECORDS COMMISSION  
JANUARY 13, 2025  
6:15 P.M.**

**Agenda**

**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)

The meeting was called to order at \_\_\_\_\_ with \_\_\_\_\_ present.

**Approval of Minutes**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

**Vote: Mr. Wolf\_\_\_\_\_ Mr. Brown\_\_\_\_\_ Ms. Treolo\_\_\_\_\_**

**Review of current Record Retention policy and Retention Schedule**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

**Vote: Mr. Wolf\_\_\_\_\_ Mr. Brown\_\_\_\_\_ Ms. Treolo\_\_\_\_\_**

**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 \_\_\_\_\_, Seconded by \_\_\_\_\_

**Vote: Mr. Wolf\_\_\_\_\_ Mr. Brown\_\_\_\_\_ Ms. Treolo\_\_\_\_\_**

**Adjournment**

Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

**Vote: Mr. Wolf\_\_\_\_\_ Mr. Brown\_\_\_\_\_ Ms. Treolo\_\_\_\_\_**

The meeting was adjourned at \_\_\_\_\_