



West Branch Local School District

14277 Main Street ~ Beloit, OH 44609
Phone: 330-938-9324 ~ Fax: 330-938-6815



Mrs. Micki Egli – Superintendent
Mr. Adam Fisher – Treasurer

Special Meeting - Records Commission Committee Agenda

Meeting Date: 2/20/2025

Agenda

1. Call to Order at 5:00 P.M.
2. Roll Call

Mikki Kanagy - Present
Board President

Micki Egli - Present
Superintendent

Adam Fisher - Present
Treasurer

3. Review Records Retention Schedule RC-2 – Part 1 from Ohio History Connection and Records Retention Policy.

Discussion: Mr. Fisher informed the rest of the commission that the Schedule was approved last fiscal year and is the one recommended for school. He recommended no changes to be made.

Recommend to not make any changes.

Mrs. Kanagy - Yes

Mrs. Egli - Yes

Mr. Fisher – Yes

Motion carried.

4. Review items to be disposed of on Records Retention Schedule (RC-2) Part 1

Discussion: Mr. Fisher informed the rest of the commission that all of the records being disposed of are items from the Treasurer's Office.

Recommend to approve the disposal of all items on the RC-2.

Mrs. Kanagy - Yes

Mrs. Egli - Yes

Mr. Fisher – Yes

Motion Carried

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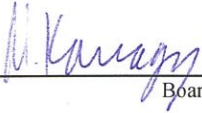
5. Recommend to adjourn meeting at 5:03 P.M.

Mrs. Kanagy- Yes

Mrs. Egli - Yes

Mr. Fisher – Yes

Meeting adjourned at 5:03 P.M.



Board President



Treasurer

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