PERKINS TOWNSHIP TRUSTEES

SPECIAL SESSION – RECORDS COMMISSION

January 23, 2019

The Perkins Township Records Commission met in a Special Session on Wednesday January 23, 2019 in the Township Services Facility located at 2610 Columbus Avenue. Members present were Timothy Coleman, Kathy Niehm, and Diane Schaefer. Chairman Coleman opened the meeting at 2:00 p.m.

AGENDA

Mr. Coleman moved to adopt the agenda as presented. Ms. Schaefer seconded the motion. All were in favor.

Ms. Niehm reported that we had updated our RC-2 Records Retention last year to include new series of records.

Late last year we contracted with CLI (Christy Lanes Industries) to have three locked bins delivered to the Township. We have had several pickups since the initiation of the program. When they delivered the bins, the building department disposed of several boxes of plans. The police department is in the process of disposing of old case files. Administration has disposed of two years (2004 & 2007) worth in invoices that have been scanned and no longer required.

When records are disposed, if the RC-3 is not required by the State, a RC-3 is still completed and kept for our records. Then at the end of the year CLI, now called Firelands Local, is to send us a certified report of the records pickup and that they were disposed of accordingly to State guidelines. We need to follow up on this for the report for 2018.

Ms. Schaefer also advised that Firelands will now charge us the State pricing. Our last pickup was only for $30 for three full bins compared to $55 when we were charged by the pound.

ADJOURNMENT:

With no further business, Mr. Coleman moved to adjourn at 2:05 p.m. Ms. Niehm seconded the motion. Roll call vote: Mr. Coleman, aye; Ms. Niehm, aye; Ms. Schaefer, aye.

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Timothy Coleman, Chairman Diane Schaefer, Fiscal Officer