

**PERKINS TOWNSHIP TRUSTEES  
RECORDS COMMISSION MEETING**

**June 17, 2020**

The Perkins Township Records Commission met Tuesday June 17, 2020 in the Township Services Facility located at 2610 Columbus Avenue. Members present were Jeffrey Ferrell, Kathy Niehm, and Diane Schaefer. Chairman Ferrell opened the meeting with the t 9:30 am.

**AGENDA**

Review the activities of the previous year.

Ms. Niehm started with the items that needed to be added to the Records Retention schedule to include the following records:

Credit Applications	Tax Exemption forms
Vendor Tax forms (W-9)	Drivers license records and abstracts

Ms. Niehm has sent an email to the Historical Society but has not received a response yet. She will send another email.

Ms. Schaefer asked if medical records were listed. They need to be on the retention plan before we could disposed of them.

Items destroyed this year included: proposals, draft minutes, vouchers, and Police department records.

Ms. Schaefer said that she double checked all the vouchers before disposing of them to be certain that they were copied correctly when changing from Juke Box to File Magic to Smart Search. She also separated items into two categories. Those records without any addresses, social security number, account numbers were taken to the landfill. Those items with sensitive information were places in the bins to be securely disposed of by Firelands Local.

Mr. Ferrell asked if this needed to be sent to Columbus. Ms. Niehm said only those records that were checked needed to be sent to Columbus.

Ms. Schaefer said the next big series of records to be disposed will be time sheets, especially copies of time sheets. These will be taken to the landfill because there is nothing confidential on them. Then they need to start on EMS records. These will be sent to Firelands Local.

Mr. Ferrell asked what was scanned into SmartSearch. Some of the files are: vouchers, cemetery deeds, minutes, zoning permits, time sheets, payroll sheets, pensions, legal notices, bank statements, news articles, personnel files, and motel taxes.

Ms. Schaefer said she keeps the last two years' worth of financial records in the file room. Then after the audit those records are moved to cold storage and two years' worth of the oldest records can be disposed.

Ms. Niehm noted that emails are not a records series of itself. They go with the subject. Ms. Schaefer said that once you act or print it out, then the email can be deleted.

**Adjournment:**

With no further business, Mr. Ferrell moved to adjourn the meeting at 10:00 am. Ms. Schaefer seconded the motion. Roll call vote: Ms. Niehm, aye; Ms. Schaefer, aye; Mr. Ferrell, aye.

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Jeffrey Ferrell, Chairman

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Diane Schaefer, Fiscal Officer