

Monday, October 29

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The Bainbridge Township Records Retention Committee met in special session at the Bainbridge Town Hall on October 29, 2018. Those present were trustee Mr. Jeffrey S. Markley and fiscal officer Mrs. Janice S. Sugarman. Mr. Markley called the meeting to order at 8:00 A.M.

Discussion Points and Action Items

Mrs. Sugarman thanked Mrs. Terry Rose of the Fiscal Office for her work in updating the Records Retention Policy. The last time the policy was officially updated was in 1999. Mr. Markley reviewed the changes made since the last update. The police department and the zoning department were in attendance. Chief Bokovitz and Mrs. Karen Endres discussed what would be recycled and what would be shredded. The fire department purchased an industrial shredder that can be used in addition to the shredder that we hire during Clean-up Days. Most of the police records will need to be shredded. Processes and procedures were discussed for disposing of department records. At the end of the discussion, Mr. Markley and Mrs. Sugarman signed the RC-2 document which will be sent to the state for approval.

Since there was no further business to come before this special meeting of the Bainbridge Township Records Retention Committee, the meeting was adjourned at 8:30 A.M.

Respectfully submitted,

Janice S. Sugarman
Fiscal Officer, Bainbridge Township

Date

Minutes Read: _____

Minutes Approved: _____