

# **THE SYCAMORE TOWNSHIP RECORDS COMMISSION**

## **Minutes of the Records Commission Meeting of Sycamore Township Held Sycamore Township, Hamilton County, Ohio**

**December 17, 2020**

The meeting was called to order by Fiscal Officer Porter at 3:02 p.m. Present for the meeting were Chairman LaBarbara, Fiscal Officer Porter, Trustee Tom James, Administrator Warrick, Assistant Administrator Kellums, Beth Gunderson and Debbie Campbell, Records Officer.

Fiscal Officer Porter explained that the Records Commission is meeting to go over the list of records that are being disposed of for 2020. Ms. Campbell reported that the Records Commission is required to meet yearly, and the schedule of Records Retention and Disposition (RC-2) was unchanged. Ms. Campbell explained what kind of records were being disposed of from 2013. A list of records for disposal according to the record retention schedule was presented, no RC-3 required.

Mr. LaBarbara stated that he wanted to look at each record before its disposal and sign off on them. Mr. Porter said that we usually shred them at the community shred in April and if Chairman LaBarbara would look at them prior to that time, it would be good to take advantage of the shred event.

Mr. Warrick asked Mr. Kellums if he could have someone at the shredding to check off each box as it was presented to shred. Mr. Kellums said the community shred is scheduled for April 17, and he can have someone check off the list as the records are disposed.

Mr. LaBarbara read about the disposing of the records as listed in ORC 149.42 and asked if that is what we are doing today. Mr. Porter replied yes.

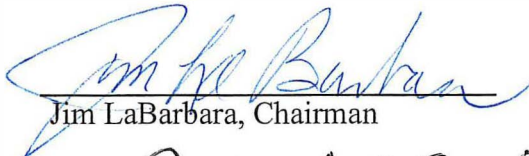
Ms. Campbell mentioned creating a new Records Policy and presented a draft. Mr. Warrick said that he would like to research it more with the Center for Local Government. Fiscal Officer Porter thought maybe this should be done in a regular session, Mr. Warrick agreed.

Mr. Porter stated that Mr. Miller, our previous Law Director, put the current records policy together. Everyone agreed that the records policy would be brought up in a meeting sometime before the next audit.

Trustee James said that he was just an observer but made some comments about the proposed records policy. Chairman LaBarbara asked Trustee James to assist in the creation of a new records policy. Mr. James said he would.

Ms. Campbell asked if there were any objections to disposing of the records per the RC-2, there were no objections.

The meeting adjourned at 3:15 am.



Jim LaBarbara, Chairman



Robert C. Porter III, Fiscal Officer  
Record Commission 12/17/2020