

# **THE SYCAMORE TOWNSHIP RECORDS COMMISSION**

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

**November 1, 2023**

The meeting was called to order by Fiscal Officer Deters at 6:45 p.m. Present for the meeting were Chairman Schwegmann, Vice Chairman Weidman, Trustee James, Fiscal Officer Deters, and Administrator Kellums.

Mr. Kellums reported that the Records Commission is required to meet yearly. The schedule of Records Retention and Disposition (RC-2) has been updated. Mr. Kellums announced the three changes to the RC-2. Cloud storage was added, we hadn't used cloud storage prior to this time, and EMS retention was changed to 7 years and Fire reports were changed to 10 years. Rossmyne EMS and Fire records were never ours, therefore we can dispose of them after presenting them to the Ohio Historical Society and then the State Auditor's Office with an RC-1.

Mr. Kellums asked for approval of the revised RC-2. He asked if there were any objections to disposing of the records per the RC-2 when we are able to be pending litigation restrictions, there were no objections and the other RC-1 list is pending approval of the Ohio Historical Society.

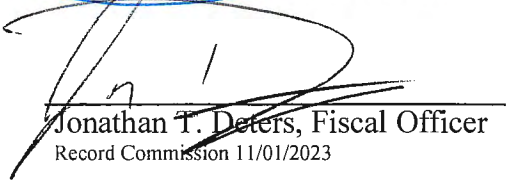
Jonathan Deters made the motion to approve these items, seconded by Tracy Schwegmann.

The meeting adjourned at 6:48 p.m.



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Tracy Schwegmann, Chairman



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Jonathan T. Deters, Fiscal Officer  
Record Commission 11/01/2023