

Record Retention Meeting of the Goshen Township Trustees

May 10, 2021

Present: Teresa Stratton Tom Knoedler Steve McDaniel

Mrs. Stratton called the meeting to order at 6:35pm.

Motion by Knoedler, seconded by Stratton, to add the Police Chief as a permanent member of this committee as many of the records to be discussed are police records. All voted YES.

Steve McDaniel will become a member of this committee effective immediately as he is the current police chief.

A brief discussion was held on the records training delivered by Jim Willock at 5:30pm and the work completed to update our records policy.

A brief review of public records requests made to date in 2021 was discussed. There was only one from WKBN-TV regarding Cares Act purchases.

Mrs. Stratton moved, seconded by Mr. Knoedler, to approve the destruction of any records permitted by our current RC-2. All voted in the affirmative.

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|---|--|
| 1969-1989 | Vouchers, Checks, Bank Statements |
| 1922-1957 | Cash Journals |
| 1977-1984 | Cash Journals |
| 1988-1989 | Cash Journals |
| 1903-1923 | Receipts & Expenditures Journal |
| 1930-1960 | Receipts & Expenditures Journal |
| 1972-1986 | Receipts & Expenditures Journal |
| 1990 | Receipts & Expenditures Journal |
| 1937-1957 | Appropriation Ledgers – hand-written ledgers |
| 1972-1986 | Appropriation Ledgers – hand-written ledgers |
| 1988-1990 | Appropriation Ledgers – hand-written ledgers |
| 1990-1994 | Receipt reports |
| 1990-1992 | PO's & Blanket Certificates |
| 1941 | Annual Financial Report |
| 1999-2009 | OVI Task Force paperwork, hours worked, certifications |
| 1999-2009 | Grant – Safe Community & OVI Task Force |
| 2007 | Safe Community Grant |
| 1988-1999 | Fiscal Officer computer generated reports |
| 1 book containing hand-written spreadsheets | |
| Receipts | 1930-1960 |
| Appropriation Ledgers | 1938 |

Township POOR record – by name

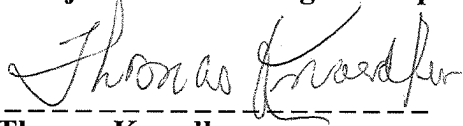
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An updated township public records policy was presented. Mrs Stratton moved, seconded by Mr. McDaniel to accept this updated policy. All voted YES.

With no further business to be discussed, Mr. McDaniel moved, seconded by Mrs. Stratton, to adjourn this meeting at 7:00pm. All voted YES. The next meeting will be Jan. 3, 2022.

A handwritten signature in cursive script, reading "Thomas Knoedler", written over a horizontal dashed line.

Thomas Knoedler
Recording Secretary