

**MARGARETTA LOCAL SCHOOLS
BOARD OF EDUCATION (BOE)
RECORDS RETENTION COMMISSION, JUNE 24, 2024 at 6:30 p.m.
at the Margarettta BOE Office, 305 S. Washington St. Castalia, Ohio**

I. Opening of Records Commission Meeting

II. Call to Order – Roll Call

Board President

Superintendent

Treasurer

III. Approve Records Retention Schedule

Approve Records retention schedule. (attached for review)

ORC 149.41 School district records commission.

There is hereby created in each city, local, joint vocational, and exempted village school district a school district records commission . . . Each records commission shall be composed of the president, the treasurer of the board of education . . . and the superintendent of schools in each such district . . . The commission shall meet at least once every twelve months.

The function of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the school district or educational service center. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

Roll Call:

Board President

Superintendent

Treasurer

IV. Approve Destruction Form RC-3 (attached for review)

Roll Call

Board President

Superintendent

Treasurer

V. Motion to Adjourn the Records Commission Meeting

Board President

Superintendent

Treasurer

Time adjourned _____