

# Records Commission Meeting Minutes

Coshocton Elementary School, 1203 Cambridge Rd., Coshocton OH  
Thursday, April 15, 2021  
6:15pm - 6:30pm

**Present:** Dr. Jere Butcher, President, Board of Education; Dr. David Hire, Superintendent; Ms. Terri Eyerman, Treasurer

## 1 Call to Order

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**Minutes:**

The meeting was called to order at 6:20 p.m.

## 2 Roll Call

Ms. Terri Eyerman, Treasurer/CFO

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## 3 Adoption of Agenda

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**Motioned:** Dr. Jere Butcher

**Seconded:** Dr. David Hire

Voter	Yes	No	Abstaining
Dr. Jere Butcher, President, Board of Education	X		
Dr. David Hire, Superintendent	X		
Ms. Terri Eyerman, Treasurer	X		

## 4 Approval of Meeting Minutes

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Thursday, February 18, 2021

**Motioned:** Dr. Jere Butcher

**Seconded:** Ms. Terri Eyerman

Voter	Yes	No	Abstaining
Dr. Jere Butcher, President, Board of Education	X		
Dr. David Hire, Superintendent	X		
Ms. Terri Eyerman, Treasurer	X		

**Attachments:**

[2021 Feb 18 Meeting Reg Minutes.pdf](#)

## 5 Records Retention Schedule Revisions

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It is recommended that the Records Commission of Coshocton City Schools approve the changes to the Records Retention Schedule and authorize submission of the RC-2 to the Ohio History Connection, State Archives of Ohio, Local Government Records Archivist.

**Minutes:**

Dr. Hire stated he'd like to see the titles of the responsible party split if there is more than one title - using only the title applicable to the retention item.

Also 3203 - should not be admin asst. - should be director title - Remove all secretaries, admin asst.

All committee members agree to vote based on the stated changes.

**Motioned:** Dr. Jere Butcher

**Seconded:** Dr. David Hire

Voter	Yes	No	Abstaining
Dr. Jere Butcher, President, Board of Education	X		
Dr. David Hire, Superintendent	X		
Ms. Terri Eyerman, Treasurer	X		

**Attachments:**

[Records Retention Schedule Revisions April 2021.pdf](#)  
[RC-2 April 15 2021.pdf](#)

## 6 Adjournment

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**Minutes:**

Meeting adjourned at 6:30 p.m.

**Motioned:** Ms. Terri Eyerman

**Seconded:** Dr. Jere Butcher

Voter	Yes	No	Abstaining
Dr. Jere Butcher, President, Board of Education	X		
Dr. David Hire, Superintendent	X		
Ms. Terri Eyerman, Treasurer	X		