

# Records Commission Meeting Minutes

## Records Commission

Coshocton Elementary School, 1203 Cambridge Rd., Coshocton OH

Thursday, February 18, 2021

6:00pm

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

### 1 001-2021 Call to Order

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**Minutes:**

Terri called the meeting to order at 6:00 p.m.

**Resolution:** 001-2021

### 2 Roll Call

Ms. Terri Eyerman, Treasurer/CFO

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

### 3 002-2021 Adoption of Agenda

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**Resolution:** 002-2021

**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 Records Retention Schedule Revision Status

Ms. Terri Eyerman, Treasurer/CFO

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**Minutes:**

Terri explained that Lonie is working on revising the schedule. Our first submission will be to update the method

of keeping files from paper to read paper, film, and electronic so all methods work and paper documents can be scanned into electronic documents.

## 5 003-2021 Records Destruction

Ms. Terri Eyerman, Treasurer/CFO

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**Minutes:**

Dr. Hire asked that we make sure there are no checks that we are required to keep for the construction project.

Terri will look into that to be sure we have files kept that we are required to keep. If we need to pull anything prior to destruction, she will pull it. This vote is to destroy all allowable check vouchers listed on the attachment.

**Resolution:** 003-2021

**Motioned:** Dr. David Hire

**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		

**Attachments:**

[Items to Destroy.pdf](#)

## 6 Next Meeting(s)

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**Minutes:**

Will notify the members of the Commission when next meeting will be planned.

## 7 004-2021 Adjournment

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**Minutes:**

Meeting adjourned at 6:05 p.m.

**Resolution:** 004-2021

**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		