

RECORDS COMMISSION

REGULAR SESSION

August 10, 2016

The Perkins Township Records Commission met on Wednesday, August 10, 2016 in the Township Services Facility located at 2610 Columbus Avenue. Present were Timothy Coleman, Diane Schaefer, and Kathy Niehm. Chairman Coleman opened the meeting at 9:30 am

Fiscal Officer Diane Schaefer said that the last shredding of documents was in July 2013 and she has the list of what was destroyed at that time. She also presented a copy of the current Records' Retention Schedule adopted in 2012. Ms. Schaefer said that she has also done an inventory of the records that are in the cold storage area.

She plans to dispose of records dated 2008 and older. She will send the departments a copy of their records retention schedule to see if there is anything that they wish to shred. Before anything is shredded we will verify that those records which we normally scan have been converted properly through the new scanning software.

Mr. Coleman asked what the timeline was for departments to present their records. Ms. Schaefer said the end of the month. Ms. Schaefer said that most of our records are listed on the schedule and we do not need to get permission from the State to destroy them. The actual disposal will not happen until September at the earliest.

There was discussion regarding of how to dispose. There are companies who charge by the pound and some by the pallet. It will all depend on how much we have.

Ms. Schaefer said that of most of the records for zoning need to keep permanently and need to be scanned.

There was an extended discussion on what needs to be scanned.

ADJOURNMENT:

With no further business, Mr. Coleman adjourned the meeting at 10:00 am.

Timothy Coleman, Chairman

Diane Schaefer, Fiscal Officer