

Munson Township Records Commission
Thursday, December 11, 2014

A meeting of the Records Commission was held on December 11, 2014 at noon.
Present: Irene McMullen (Trustee Chairman), Judy Toth (Fiscal Officer), Paula Friebertshauser (Office Manager).

The Commission approved the minutes of October 22, 2013. The minutes will be signed by the current chairman. The 2013 chairman, Andy Bushman, will also be asked to sign the minutes.

Mrs. Friebertshauser provided a list of the records that have been discarded. The Township will keep an internal record of these files.

The Commission discussed when a record should be considered of historical value. The Township has not discarded any vouchers or yearly financial reports. The annual financial report is permanent, but appropriations, revenue and fund ledgers have a five-year retention schedule. Mrs. Toth advised that payroll records had a 60-year retention schedule and that the Historical Society must be consulted for any records over 50 years old. The payroll records are mixed with the vouchers in the older records. Mrs. McMullen asked if the records had practical value, if they were consulted for any purpose. Mrs. Toth said in her experience they were not. Her concern was that they would have historical value in the future. Mrs. Toth will consult the Ohio Historical Society for its recommendations. The Commission agreed that it would be a good project for the summer intern to separate the payroll records from the boxes of vouchers and financial reports.

When there is a question of historical value for a subject folder, an RC-3 will be completed and sent to the Ohio Historical Society for its recommendations.

Mrs. Toth noted that the township has a few gaps in the minutes, when records were kept in the clerk's home. Some financial records are required to be attached to the minutes. The copies in the folders can be discarded according to the retention schedule. Mrs. Friebertshauser will provide a list of the minutes in the township archives to assist the Fiscal Officer in determining which files to retain.

The Commission agreed that the Records Commission did not need to be consulted prior to disposing records when the RC-2 schedule is followed.

The meeting was adjourned at 12:23 PM.

Irene H. McMullen Chairman Judy Toth Fiscal Officer