

Munson Township Records Commission
Friday, March 25, 2011

The first meeting of the Records Commission was held on March 25, 2011 at 11:10 AM.
Present: Irene McMullen, Pat Bayer. Also in attendance: Carol Stafford.

The Commission reviewed the records retention schedules from Claridon and Russell Townships. The schedule number systems were discussed. It was noted that Munson does not need to have 5 digits in the numbering system. Three digits should be more than sufficient. The classification of electronic documents was discussed. As a draft schedule of retention is created, the term "Multi" was suggested to cover different media, rather than classify documents according to their transmission status.

Carol Stafford discussed the difficulty encountered with having one paragraph refer to another paragraph. She suggested that it might be easier to have each paragraph be a stand-alone thought.

Irene McMullen volunteered to create a working draft retention schedule to discuss at the next meeting.

It was noted that the O.R.C. allows for adoption of a retention schedule by the Commission for transmission to the Ohio Historical Society.

The meeting was adjourned at 11:40 AM.

_____ Chairman _____ Fiscal
Officer