

# MOESC Annual Records Commission Meeting

## MOESC Board Meeting

Mid-Ohio ESC , 890 west fourth street, Mansfield OH, 44906

Wednesday, February 14, 2024

11:30am - 12:00pm

**Present:** William McFarland, Board Vice President; Mr. William Hope, Board Member ; Linda Schumacher, Board Member ; Brenda Miller, CFO; Kevin Kimmel, Superintendent; Brad Geissman, Board Member; Mrs. Glenna Plotts, Board Member; Steve Earnest, Executive Director of Business & Innovation; Lorraine Earnest, Treasurer; Kyle Swigart, Board Member; Doug Theaker, Board President

## 1 Call to Order

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President will call the annual records commission meeting to order.

### Attachments:

### 1.1 Roll Call

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Treasurer Earnest will call the roll.

Committee Members:

Doug Theaker, Board President

Kevin Kimmel, Superintendent

Lorraine Earnest, Treasurer

Guest:

Brenda Miller, Executive Director of Finances

Steve Earnest, Executive Director of Business & Innovation

### Minutes:

Executive Director, Steve Earnest was not in attendance.

### Attachments:

## 2 Discussion

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### Attachments:

### 2.1 Records Commission Purpose

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That the records commission review the purpose (roles and responsibilities) of the records commission.

### Attachments:

## 2.2 Review Policy & Administrative Guidelines

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To review Records Retention Policy & Administrative Guidelines

**Attachments:**

[Policy 8310 Admin Guidelines 8310A and 8310E.pdf](#)

## 3 Disposal Request

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That the records commission review any request for the disposal of records.

**Minutes:**

No records were presented for disposal.

**Attachments:**

## 4 Adjournment

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Time: \_\_\_\_\_

**Minutes:**

President Theaker declared the meeting adjourned at 11:38a.m.

**Attachments:**