

OHIO HISTORY CONNECTION

AUGUST 29 2023

STATE AND LOCAL
GOVERNMENT RECORDS



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Village of College Corner
(Local Government Entity)

(Unit)

Jennifer Woods Jennifer Woods Fiscal Officer 8-29-23
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

Village of College Corner Records Commission 513-524-2710
(Local Government Entity) (Telephone Number)

10596 Camden-College Corner Rd. College 45003 Preble
(Address) (City) (Zip Code) (County) BUTLER

To have this form returned to the Records Commission electronically, include an email address:

ccws45003@gmail.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

James R. Jackson
Records Commission Chair Signature

8/29/2023
Date

Section C: Ohio History Connection - State Arc

Amy Czubak Digitally signed by Amy Czubak Government Records Archivist 8/31/2023
Date: 2023.08.31 16:17:33 -04'00'

Signature Title Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Records Manager
Date: 2023.09.05 13:27:38 -04'00'

Signature Title Date

Village of College Corner, Ohio
Records Commission Meeting Minutes
August 29, 2023

Opening:

The meeting for the Records Commission was called to order at 9:00a.m. on August 29, 2023.

Present:

Roll Call: Mayor Jackson, Brodi Conover, Jennifer Woods and Marilyn Ruther

Others: Mike Ruther

NEW BUSINESS

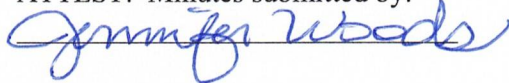
Mr. Conover explained the process of creating a public records policy, retention schedules and the destruction of public records. Ms. Woods and Mr. Sims have worked months on the list of records with Mr. Conover for guidance. The RC-2 list was presented to the Records Commission. Ms. Woods will correct line item 47 to remove the dates of 1997-1998 and add renovations.

Mr. Conover moved to allow Ms. Woods to send the RC-2 to the Ohio History Connection to begin the approval process. Mr. Jackson seconded the motion. Vote: 4:0 in favor. Motion carried.

Adjournment

Mr. Conover moved to adjourn the meeting at 9:12a.m. Mr. Jackson seconded the motion. Vote: 4:0 in favor. Motion carried. Next meeting will be determined.

ATTEST: Minutes submitted by:



Jennifer Woods, Fiscal Officer

Approved by:

James Jackson, Mayor