

**OFFICIAL PROCEEDINGS
BOARD OF EDUCATION
CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS
JULY 17, 2008**

A **SPECIAL MEETING** of the **RECORDS COMMISSION** of the Chagrin Falls Exempted Village School District was held on Thursday, July 17, 2008, at 8:30 a.m. in the Superintendent's Office. President Pearce Leary called the meeting to order.

MEMBERS PRESENT: Mr. Pearce Leary, President
Mr. Stephen Thompson, Superintendent
Mrs. Anne Spano, Treasurer

ALSO PRESENT: Mrs. Karen Wise, Board Member

Moved by Pearce Leary, seconded by Stephen Thompson to approve the following recommendations:

a. The Commission discussed and approved the application for one-time records disposal of district records as indicated in **Attachment A**. The Commission also reviewed the time guidelines established by the State of Ohio.

b. The Commission approved the modifications to the Schedule of Records Retention and Disposition as follows:

<u>Schedule Number</u>	<u>Record Title & Description</u>	<u>Retention Period</u>
6211	Vouchers, Invoices, Purchase Orders	5 Years
2900, 3900, 4900, 5900, 6900, 7900, 8900	Electronic Mail	Delete when no longer of Administrative Value
2901, 3901, 4901, 5901, 6901, 7901, 8901	Correspondence	Destroy when no longer of Administrative Value

ROLL CALL: Yeas – Leary, Thompson, Spano
Nays – None
Motion carried.

The Commission unanimously agreed to adjourn the meeting at 8:45 a.m.

President

Treasurer