



STARK-TUSCARAWAS-WAYNE JOINT SOLID WASTE MANAGEMENT DISTRICT

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David Held Erica Wright
Executive Director *Finance Director*

RECORDS RETENTION COMMISSION MEETING MINUTES

Friday, November 4, 2016 @ 9:30am

Present Committee Members:

David Bridenstine, Stark County Commissioner
Belle Everett, Tuscarawas County Commissioner
Scott Wiggam, Wayne County Commissioner (sitting in for Ann Obrecht)

Staff Members:

David Held, Executive Director
Erica Wright, Finance Director
Rachel Rothacher, Administrative Director

Absent:

Kristin Zemis, District Legal Counsel

1. Approve November 4, 2016 Records Committee Meeting Agenda

- ❖ *Resolution RC-2016-01: Member Bridenstine moved and Member Everett seconded a motion to approve the November 4, 2016, Records Committee meeting agenda. The motion passed unanimously.*

2. Approve November 6, 2015 Records Committee Meeting Minutes

- ❖ *Resolution RC-2016-02: Member Everett moved and Member Bridenstine seconded a motion to approve the November 6, 2015 Records Committee meeting minutes. The motion passed unanimously.*

3. Approve the District's Record Destruction (RC-3 Form)

- The District went through its records and the only documents that must be approved to be destroyed by the Ohio Historical Society are the copies of the Annual Landfill Reports. The District does not receive electronic copies, but these reports are submitted to the Ohio EPA and all information pertinent to District business is recorded elsewhere (tipping fee reports and tonnages). These reports must be maintained for three years plus the current year, so the reports from 2012 are up for destruction.
- Some records including payment vouchers, some payroll documents and check stubs are maintained for five years once audited, and the District will be destroying these documents per the retention schedule as well but no additional approval is required prior to destruction.
- Semi-annual ground water reports are also maintained for three years.

BOARD of DIRECTORS

<i>Stark</i>	<i>Tuscarawas</i>	<i>Wayne</i>
Janet Weir Creighton	Chris Abbuhl	Ron Amstutz
Richard Regula	Kerry Metzger	Ann Obrecht
Bill Smith	Joe Sciarretti	Sue Smail

June 16, 2017 Policy Committee Meeting Minutes cont.

❖ **Resolution RC-2016-03:** *Member Bridenstine moved and Member Everett seconded a motion to approve the 2016 Record Destruction (RC-3 Form). The motion passed unanimously.*

4. Other Business

➤ The District is looking into getting an electronic scanning system to better catalog records.

5. Adjournment

❖ **Resolution RC-2016-04:** *Member Everett moved and Member Bridenstine seconded a motion to adjourn the meeting at 9:30am. The motion passed unanimously.*



11-3-17

Rachel Rothacher, Administrative Director

Date