

Pierce Township Trustees
Meeting
Minutes

December 30,2015

The Records Commission of Pierce Township, Clermont County, Ohio met in Special Session at 2:45 PM, on Wednesday, December 30, 2015 at the Pierce Township Administration Building, 950 Locust Corner Road.

CALL TO ORDER

Chairman Robert Pautke called the meeting to order. Board members answering roll call: Trustee Robert Pautke and Fiscal Officer Debbie Schwey. In attendance Assistant to the Fiscal Officer Claudia Carroll and Administrator Tim Hershner.

No Records for Disposal

Trustee Pautke noted that there were no records before the Board for disposal, Fiscal Officer Schwey concurred, and therefore no action was needed.

Proposed Changes Retention Records Program

Administrator Hershner and Assistant to the Fiscal Officer Carroll proposed to change G-19,Catalogs, Manuals, Magazines, Publications-solicited from 1 year retention to until superseded and G-21 Grant Applications/Agreements from permanent to 5 years following audit.

ADJOURNMENT

At 2:55 PM, Trustee Pautke made a motion, seconded by Fiscal Officer Schwey to adjourn the Records Commission meeting. Roll call on motion: All aye.

ATTESTED:

The Pierce Township Records Commission approved the foregoing minutes of the Records Meeting on: December 30, 2015

Robert Pautke Chairman
Pierce Township Board of Trustees

Debbie Schwey, Township Fiscal Officer