

**BRADFORD EXEMPTED VILLAGE BOARD OF EDUCATION
NOVEMBER 16, 2020
SPECIAL SESSION AFTER REGULAR BOARD MEETING
RECORDS RETENTION COMMITTEE**

CALL TO ORDER

ROLL CALL **Time:**

Dr. Swabb		Mr. Hurst		Mrs. Surber	
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Records Commission to discuss any necessary business.

ADMINISTRATIVE REPORTS

1. Recommend approval of new records retention document upon final review by administrative team to be submitted to the auditor of State of Ohio for approval.
2. Recommend conversion of microfiche and paper records to a cloud version with a contract with Strategic Solutions as approved by the Board of Education.
3. Recommend the destruction of documents within the district at the completion of the approved records retention document and the proper filing of documents with the Ohio Historical Society.

Motion: _____ Second: _____

Dr. Swabb		Mr. Hurst		Mrs. Surber	
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ADJOURNMENT

Motion: _____ Second: _____

Dr. Swabb		Mr. Hurst		Mrs. Surber	
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Time _____