

**RECORD OF PROCEEDINGS**  
**MADISON TOWNSHIP SPECIAL MEETING**  
**RECORDS COMMISSION**

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held September 10, 2024 20      

Chairman Anderson called the Special Open Records Commission Meeting on September 10, 2024, to order at 6:20 P.M.

Mr. Anderson stated present at the Meeting are Fiscal Officer, Sarah Hamercheck, Administrator, Tim Brown, and Trustee Max Anderson.

Mr. Anderson stated the purpose of the Special Open Records Commission Meeting is to review and approve the application process for the disposal of obsolete records. The Township of Madison Records Commission meets in accordance with the Ohio Revised Code (ORC), Sections 121.22, 149.381, and 149.42.

Mr. Anderson turned the meeting over to Township Administrator, Mr. Brown. Mr. Brown stated he would go over the process since it is Ms. Hamercheck's first Records Commission Meeting. Mr. Brown said an RC-1 is a permanent document which states the type of records disposed of and how long the Township had to keep them. There is also an itemized list of the records being disposed of for the Fiscal Office records only. The State does not need to see the itemized list. If the R-3 is approved, it will be e-mailed tomorrow to the State. The Township must wait fourteen (14) days before disposing of the records. Mr. Brown said the material was looked over and anything that was not wanted to be destroyed could be removed. Mr. Anderson stated he looked over the material and did not wish to save anything. Mr. Anderson asked how the material would be disposed. Mr. Brown said he will have a shredding company come in to shred the material.

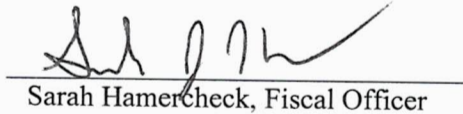
Mr. Brown requested a motion to approve the RC-3 Records Disposal Application. Mr. Anderson presented a motion to approve the RC-3 Records Disposal Application, second by Ms. Hamercheck. All in favor say Aye. Mr. Anderson: Aye Ms. Hamercheck: Aye

Mr. Anderson requested a motion to adjourn the meeting.

Mr. Anderson presented a motion to adjourn the Meeting, seconded by Ms. Hamercheck. Roll Call: Mr. Anderson: Yes Ms. Hamercheck: Yes

Chairman Anderson adjourned the Special Open Records Commission Meeting at 6:24 P.M.

  
Max Anderson, Jr., Chairman

  
Sarah Hamercheck, Fiscal Officer