



## Records Retention Committee Meeting Minutes

**Date:** June 26, 2025

**Location:** Conference Room B

**Start Time:** 5:45 p.m.

**End Time:** 5:55 p.m.

**Attendees:** Board President Ashley Thomas; Superintendent David Mangas; Treasurer Rick Berdine; and Business Manager Michael McDade

### Reports

The Records Retention Committee met at 5:45 p.m. on June 26, 2025. The Committee reviewed and discussed Board Policy and Administrative Guidelines pertaining to Public Records.

It was determined that the District Records Officer will compile a list of records eligible for deletion in accordance with the guidelines set forth by the Ohio History Connection. This list will be presented to the Board of Education at its June 2026 meeting for review and approval.

Approved

Attested

Date

8/28/25