



MINUTES

RECORDS COMMISSION MEETING
NORTHWEST LOCAL SCHOOL DISTRICT
Monday, January 08, 2024 (5:15 PM)

1.0 CALL TO ORDER

1.1 Call to Order

The Records Commission Committee meeting, which is made up of the Board of Education President, Superintendent, and Treasurer, were called to order by the Board President.

Board President: Nicole Taulbee
Superintendent: Darrell Yater
Treasurer: Amy Wells

Number in Attendance: 8 Guests

2.0 COMMITTEE TOPICS

2.1 Review of the Records Retention Schedule and Records submitted for Disposal

The Records Commission Committee reviewed the Records Retention Schedule (RC-2) approved by the Board of Education on January 10, 2024 and the Ohio History Connection on August 23, 2022; and reviewed the current year records disposal list (RC-3) to provide the Board of Education with a recommendation for the annual records disposal.

3.0 ADJOURNMENT

3.1 Board President Called for Adjournment

The Board President declared the meeting adjourned.

The meeting ended at 5:17 PM.

Agenda item attachments are saved in PDF format and are viewable by the public.