

**MINUTES OF THE VILLAGE OF GOLF MANOR SPECIAL MEETING  
OF THE RECORDS COMMISSION**

**JUNE 13, 2011**

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A special meeting of the Golf Manor Records Commission was called to order by Mr. Rob Butler of the Solicitor's office. Members present; Billie Simpson, Rob Butler and Greg Doering. Members absent; Alan Zaffiro.

The purpose of the meeting was to adapt rules for the retention and non-retention of certain records.

Mr. Butler made a motion that all obsolete public records and/or public records that have no administrative value which are not currently being retained pursuant to a records retention schedule approved by the Municipal Records Commission, and which were created prior to June 13, 2011, may be destroyed without filing a notice with the Ohio Historical Society or the Auditor of State, or otherwise filing a Certificate of Records Disposal. Seconded by Ms. Simpson, all members approved.

Mr. Butler made a motion that to the extent obsolete public records and/or public records that have no administrative value, which are not currently being retained pursuant to a records retention schedule approved by the Municipal Records Commission and which were created before June 13, 2011, were previously destroyed without the filing of a notice with the Historical Society or the Auditor of State, or otherwise filing a Certificate of Records Disposal, are hereby approved for destruction by the Records Commission and any prior action destroying such records is hereby ratified. Seconded by Ms. Simpson, all members approved.

Mr. Butler made a motion that when a public record is on a medium that by design or by configuration records over or otherwise automatically erases such record (unless such record is otherwise manually retained for administrative purposes), such public record shall be deemed a transient record and disposed of pursuant to the procedures established for disposing of other transient records without pre-filing an RC-3. Seconded by Mr. Doering, all members approved.

Motion to adjourn made by Mr. Doering, seconded by Mr. Butler, all members approved.

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ROB BUTLER, SOLICITOR

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GREG DOERING, CLERK-TREASURER

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**MAYOR, ALAN ZAFFIRO**

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**CLERK-TREAS., GREG DOERING**

