

VILLAGE OF OAK HARBOR
RECORDS COMMISSION MEETING
October 13, 2008
4:15 P.M.

Mayor Conley called the Village of Oak Harbor Records Commission Meeting to order at 4:15 P.M.

The following committee members answered roll call: Mayor Conley, Fiscal Officer Jenny Busche, Dennis Finke and Solicitor Ruffing.

Ms. Busche moved, seconded by Solicitor Ruffing to approve the minutes of the June 16, 2008 meeting as written. On roll call vote all members answered in the affirmative.

Solicitor Ruffing asked why the Records Commission Approval Date on the RC-3's were not the date of this meeting. Ms. Busche answered when the RC-3's were submitted for the 2007 disposal they were sent back as the date in this space needs to be the original date the document schedule number was approved. Until that time we had been submitting them incorrectly but were never notified.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal Form RC-3 for the Mayor's Office. A motion was made by Solicitor Ruffing and seconded by Mr. Finke to approve the record disposal for the Mayor's Office as submitted on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal Form RC-3 for the Fiscal Office. A motion was made by Solicitor Ruffing and seconded by Ms. Busche, to approve the record disposal for the Fiscal Office as submitted on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Income Tax Office. A motion was made by Ms. Busche and seconded by Mr. Finke to approve the record disposal for Income Tax Office as submitted on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Police Department. A motion was made by Solicitor Ruffing and seconded by Mayor Conley to approve the record disposal for the Police Department as submitted on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Street Department. A motion was made by Solicitor Ruffing and seconded by Ms. Busche to approve the record disposal for the Street Department as submitted on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Parks Department. A motion was made by Ms. Busche and seconded by Mr. Finke to approve the record disposal for the Parks Department as indicated on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Wastewater Collection Department. A motion was made by Solicitor Ruffing and seconded by Ms. Busche to approve the record disposal for the Wastewater Collection Department as indicated on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Utility Department. A motion was made by Solicitor Ruffing and seconded by Mayor Conley to approve the record disposal for the Utility Department as indicated on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

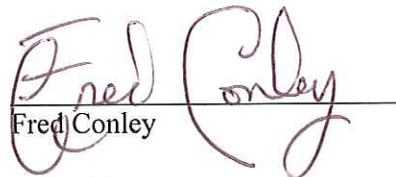
The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Utility Billing Office. A motion was made by Jenny Busche and seconded by Mr. Finke to approve the record disposal for the Utility Billing Office as indicated on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The Records Commission reviewed all the items, line by line, on the Certificate of Records Disposal form RC-3 for the Village Administrator's Office. A motion was made by Solicitor Ruffing and seconded by Ms. Busche to approve the record disposal for the Village Administrator's Office as indicated on the Certificate of Records Disposal form. On roll call vote all members answered in the affirmative.

The next meeting of the Oak Harbor Records Commission will on June 15, 2009 at 6:00 P.M. in Village Council Chambers.

Mr. Finke asked what should be done with the copies of these documents that he receives? Solicitor Ruffing answered they could fall under the Fiscal Officer schedule numbers 2002-151 or 2002-152 and can be disposed of by him when they no longer have value to him. They do not require a Certificate of Disposal.

A motion was made by Ms. Busche and seconded by Mr. Finke to adjourn. On roll call vote all members answered in the affirmative. Meeting adjourned 5:07 P.M.


Fred Conley
Mayor