

VIOLET TOWNSHIP RECORDS COMMISSION

Wednesday, November 20, 2019

Violet Township Administrative Office
10190 Blacklick-Eastern Rd, Pickerington, OH 43147

Meeting Minutes

Mr. Monhollen called the meeting to order at 7:04 p.m.

Mr. Sauer called the role: Mr. Darrin Monhollen and Mr. Brian Sauer were present. Others present were: Terry Dunlap, Trustee; Melissa Wilde, Trustee; Mike Little, Interim Director of Operations; Jim Paxton, Interim Fire Chief; Melissa Tremblay, Fiscal Assistant; Kristi Huskey and Peggy Portier.

Mrs. Tremblay asked if the automatic computer backups discussed at the last Records Commission meeting were being done by Keytel.

Mrs. Tremblay asked if a complete records inventory had been completed yet. Mrs. Portier reported that the township had just received a new fireproof filing cabinet. As records currently stored at the administrative office are reorganized, the inventory of those records will be done. One filing cabinet has already been reorganized and inventoried.


Mrs. Tremblay asked if the annual back up restoration test recommended by Mr. Haley last year had been done yet to be sure that everything is in proper working order.


Mrs. Tremblay asked if the township's public notice policy had been revised to include the Records Commission.

Mrs. Tremblay noted that there are currently several staff members with full administrative access to the township records stored at the Fireproof Records Center in Grove City. This includes the authority to order destruction of records. **Mr. Sauer made a motion that any records destruction order must be approved by the Fiscal officer and the Chairman of the Board of Trustees. Seconded by Mr. Monhollen. Roll call vote: Mr. Sauer, yes; Mr. Monhollen, yes. Motion passes 2-0**

Mr. Monhollen made a motion to adjourn the meeting. Seconded by Mr. Sauer. Roll call vote: Mr. Monhollen, yes; Mr. Sauer, yes. Motion passes 2-0

The meeting was adjourned at 7:09 p.m.


Darrin Monhollen, Chairman


Brian C. Sauer, Fiscal Officer