

**RECORD OF PROCEEDINGS
FREEDOM TOWNSHIP
Public Records Commission
Monday, December 21, 2009**

Present: John Zizka, Rosemary Nicholas. Also present: Roy Martin and Gil Krohn.

Chairman John Zizka called the meeting of the Public Records Commission to order at 6:10 pm on Monday, December 21, 2009. As advertised in the *Record Courier*, the purpose of the meeting was to review the Records Retention Schedule and recommendations for disposal.

Mr. Zizka led the assembly in the Pledge of Allegiance.

Mrs. Nicholas and Mr. Zizka reviewed, item by item, the Records Retention Schedule adopted by the Board of Trustees on July 17, 2008.

It was agreed that the following records (more than 5 years old and previously audited) would be marked for disposal:

- Accounts receivable ledger and documents
- Annual employee leave use/balance report
- Appropriation ledger
- Bank statements
- Cancelled checks
- Cash books/Cash journals
- Check Registers
- Documentation of leave
- Employer Quarterly Federal Tax Return
- Garnishment Orders
- Property Inventories
- Investments
- Payroll journal/ledgers
- Payroll reports
- Purchase Orders
- Timesheets

Also marked for disposal: Court orders for payroll deductions (2 years after termination or order rescinded); insurance policies (2 years after expiration); tapes of proceedings (1 year); zoning certificate applications (1 year after final decision rendered) provided to the Fiscal Officer by the Zoning inspector. Mr. Zizka noted it will be important for the Zoning Inspector to keep these applications in their files, as has been the practice.

Considered for disposal but decided to retain: bank deposit receipts, correspondence.

Mrs. Nicholas will provide the required documentation to the Ohio Historical Society for approval. When the approval process is complete, final disposal will be arranged and documented.

There being no further business, the meeting adjourned at 6:45 pm.

John C. Zizka, Trustee Chairman

Rosemary Nicholas, Fiscal Officer