

**WESTFIELD TOWNSHIP RECORDS RETENTION COMMITTEE  
DECEMBER 29, 2008  
3:30 P.M.**

Chairperson Sims of the Board of Trustees called the Records Retention Committee meeting to order at 3:30 p.m. Trustees Sims, and Kratzer were present. Those also present at the meeting were Fiscal Officer Evans and Ron Oiler.

Fiscal Officer Evans stated at this time she did not have any records she wanted to dispose of or make any changes in the records retention. Trustee Sims stated she would like to discuss the open records policy and that policy states the records are available Mon-Thursday 9 a.m.-11 am. Fiscal Officer Evans stated that had nothing to do with this meeting that Trustee Sims would have to take that up with the Board of Trustees. Trustee Sims stated it was her understanding that at this time recommendations could be made for the record retention and open record policy during this meeting. Fiscal Officer Evans responded that Trustee Sims could make recommendations any time, but basically this meeting was for record retention.

Trustee Sims stated if we were going to make changes to the record retention or the open records policy this would be the meeting to have that discussion and then bring that information back to the Board of Trustees. Fiscal Officer Evans stated she did not have any changes to offer or discuss. Trustee Sims stated one of the concerns she had was the open records policy which lists the hours of 9 am. -11am. for records to be able to be viewed as during the last couple of weeks that has not been her experience that all of the records are able to be viewed during that time period. Trustee Sims suggested Fiscal Officer Evans take a look at that and make a suggestion as to what the Trustees could do to make sure the open records policy is in effect. Fiscal Officer Evans stated if Trustee Sims would attend one of the seminars by the Auditor of State on open records policy. If you make a request on x day you will not see those documents that day but will make arrangements to see to it that happens. Again Fiscal Officer Evans asked Trustee Sims if she ever attended such a seminar. Trustee Sims responded that she has attended several. She added the records policy mission statement says the records are available for view Mon.-Thurs. 9am.-11am. and her concern is that they are not, and felt this was the appropriate time to address this.

Trustee Sims continued that the other issue that concerned her and that she hoped to address today is that under #6 of the records policy it states that, "Request for public records will be satisfied and acknowledged in writing by Westfield Township within 3 business days following the office's receipt of the request." She added what State law requires is prompt. Trustee Sims then asked Fiscal Officer Evan if she had any problem in fulfilling most if not all public records requests within that 3 day period. "Do you feel that is too stringent?" Fiscal Officer Evans responded, "No." Trustee Sims asked if Fiscal Officer Evans felt that time frame was a liability to the Township? Fiscal Officer Evans stated no, because if she could not fulfill that records request within that 3 day window, you must notify that person that the records could not be located during that time or will take research to complete the request and that once the records

are gathered she would notify the individual who made the request. Trustee Sims stated the individual is notified in writing. Fiscal Officer Evans stated, "right."

Trustee Sims stated another thing she would like to discuss is the indexing of Township documents i.e. the indexing of the audio files for the meetings. Fiscal Officer Evans stated the audio files are indexed not on a piece of paper but labeled. Trustee Sims asked if someone came in and asked if they could see the list of audio files for the year...we should begin indexing the documents received by the Township so our files are complete.

Trustee Sims asked Fiscal Officer Evans how she currently indexes the documents received by the Township? Fiscal Officer Evans stated for what? Receipts? They are in the file by number. There is no problem. The warrants are in the files by number. Trustee Sims stated what she meant is received documents or correspondence. Fiscal Officer Evans responded all that information goes with the Trustee minutes. Trustee Sims asked if all the information is attached to the Trustee minutes? Fiscal Officer Evans stated if it was pertinent. Trustee Sims asked if Fiscal Officer Evans decided what was pertinent? Fiscal Officer Evans responded, "I suppose so." Trustee Sims stated for example the IRS Penalties...Fiscal Officer Evans stated it was all in the IRS file. Trustee Sims stated what she would like to move to is indexing the documents. On the front of the file the received documents are listed and the respective dates they are received. That way if she went to a file she would know what documents should be in there or if they are missing. Trustee Sims stated this indexing would also include draft meeting minutes. She added another example would be all the documents handed out by Mr. Stan Scheetz at various meetings. Mr. Scheetz often hands out revisions or amendments to his documents and all of those documents should be indexed so the Township has a complete record. Fiscal Officer Evans stated she has not indexed those documents they were just placed in the folder, "Kratzer Map Amendment." Those documents were not listed on the outside of the folder but were in the main folder. Trustee Sims stated she was asking Fiscal Officer Evans for suggestions on how to proceed with indexing the documents. Fiscal Officer Evans stated she had no suggestions.

Trustee Sims stated she would contact other Townships to see how they index their documents to assure the information is received and recorded to make a complete public record. Fiscal Officer Evans stated that everyone has his or her own system of filing. Some Township's file their receipts by Vendor others by number. Each has their own merits and it is just a matter of personal choice. Trustee Sims stated she felt Westfield Township has come a long way in getting the files in order i.e. the zoning files under physical address instead of names. She added she would like to continue the progress.

Trustee Sims stated the other concern she has is under page 2 Draft Documents of the records retention policy. Draft documents contain unimproved, incomplete documents and minutes until incorporated into the final approved permanent approved minutes or documents...Trustee Sims stated she would like to specify a time instead of the word "incorporated." Fiscal Officer Evans stated she did not feel those records were of any value once the minutes have been approved and signed. Trustee Sims stated she felt those should be retained if it was a working document. The only issue that gave her pause was the word "incorporated." She asked if Fiscal Officer Evans

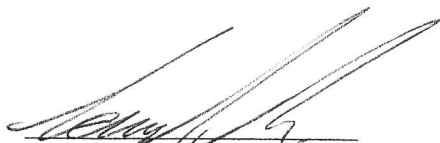
would feel comfortable if this was sent to the Prosecutor's Office to review the wording? Fiscal Officer Evans stated the Pros. Office already approved this wording. Again Trustee Sims asked if Fiscal Officer Evans was alright with sending this wording to the Pros. Office for a final review especially on the word incorporated? Fiscal Officer Evans stated it did not matter to her. Trustee Sims stated then it would be forwarded to the Pros. Office.

Trustee Sims stated as a final note, the records policy says the records are available for view Mon.-Thurs. 9am.-11am. and it lists the Township telephone number. It goes on to state that if the records are readily available they will be given out immediately. Fiscal Officer Evans stated they are given out immediately if they are available and if they are not immediately available then the 3-day window falls into play. Trustee Sims added that if the records needed to be researched for review, the individual will receive a written response. Trustee Sims stated the 3 day time frame gives her concern as well as that the records are available as it states in the policy for the record.

The records retention committee meeting was concluded at 3:54 p.m.

Respectfully Submitted,

Kim Ferencz, Admin. Assistant

  
Chairperson Carolyn Sims

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Fiscal Officer Martha Evans



## RESOLUTION 2009-\_\_

### WESTFIELD TOWNSHIP'S OPEN RECORDS MISSION STATEMENT, STATEMENT OF PRINCIPLES AND POLICY

The Westfield Township Board of Trustees, Westfield Township, Medina County, Ohio met in regular session \_\_\_\_\_ @ 7:00 PM at 6699 Buffham Road with the following members present:

JAMES LIKLEY – CAROLYN SIMS – TIMOTHY KRATZER

\_\_\_\_\_ offered the following resolution and moved the adoption of same which was duly seconded by \_\_\_\_\_.

**THEREFORE BE IT RESOLVED** that Westfield Township hereby adopts the following Open Records Mission Statement, Principles, and Policy as set forth below:

**OPEN RECORDS MISSION STATEMENT:** Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is Westfield Township's mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

**STATEMENT OF PRINCIPLES:** In order to accomplish the mission of fully complying with both the letter and spirit of the Open Records and Open Meetings Acts, we do hereby adopt the following Statement of Principles by Resolution:

#### Westfield Township

- Will ensure that all personnel become and remain fully trained in and aware of the provisions of the acts;
- Will do nothing that abridges the public's right to obtain information about their government of that inhibits or discourages citizens from doing so;
- Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;
- Will construe the provisions of the acts in a manner that favors compliance with requests for information;
- Will seek guidance from the Medina Co. Prosecutor's Office or the Office of the Ohio Attorney General whenever a question arises about the application of the acts or about the appropriateness of a request for information;
- Will clearly and concisely state the reason or reasons why a request for information has been denied in writing.

## OPEN RECORDS POLICY

It is the policy of this office to adhere to the state's Public Records Act. All exemption to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. The explanation will be given in writing.

I: This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, function, policies, decisions, procedures, operations, or other activities of the office. All records of Westfield Township are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

II: It is the policy of Westfield Township that, as required by Ohio law, records will be organized and maintained so that they readily available for inspection and copying. Records retention schedules are updated as needed and available upon request.

III: Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian will contact the request for clarification and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

IV: The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is Westfield Township's general policy that this information not be requested.

V: Public records from Westfield Township **shall** be available for inspection during the regular business hours, Monday-Thursday from 9:00 a.m. to 11:00 a.m. with the exception of published holidays or inadvertent days when the office is closed. Public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume or records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

VI: Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records will be satisfied immediately if feasible to do so. If fewer than 20 pages of copies are requested they will be made as quickly as the equipment allows. All requests for public records will either be satisfied or acknowledged in writing by Westfield Township within **a reasonable period of time** following the office's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number copies or requiring extensive research, the acknowledgement will include the following:

1. An estimated number of business days it will take to satisfy the request.
2. An estimated cost if copies are requested.
3. Any items within the request that may be exempt from disclosure.

VII: Any denial of public records requested will include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

VIII: Those seeking public records will be charged only the actual cost of making copies. Westfield Township's Cost Schedule for Public Records is as follows:

1. The charge for paper copies will be five (5) cents per page.
2. The charge for downloaded computer files to a compact disc (if available) will be one dollar (\$1) per disc.
3. There is no charge for documents (if available) to be e-mailed.
4. Documents requested to be mailed will be charged the actual cost of the postage and mailing supplies.

IX: Documents in electronic mail format are records as defined by the Ohio Revised code when their content relates to the business of the office. The key issue of electronic mail format is content. If an e-mail or other electronic communication involves the business of a public office, it is a record of that office.

X: Westfield Township recognizes the legal and non-legal consequences of failure to properly respond to a public records request.

Roll call vote: James Likley, \_\_\_\_\_; Carolyn Sims, \_\_\_\_\_; Timothy Kratzer, \_\_\_\_\_

**Adopted:**

**ATTEST:** \_\_\_\_\_  
Fiscal Officer/Clerk, Martha J. Evans

# WESTFIELD TOWNSHIP

## OPEN RECORDS POLICY

- ✓ Public records are any documents that relate to the business or activity of the township.
- ✓ Records *can be requested personally* during regular hours 9 a.m. to 11:00 a.m. Monday- Thursday, *if the records are readily available, they may be given out immediately or within a reasonable period of time.*
- ✓ Please contact Fiscal Officer Martha Evans at 330-887-5562
- ✓ There is a charge of \$.05 (five cents) per page or if a copy is requested that must be done by a printer, the actual cost that is charged to the township will be charged.
- ✓ If the records need to be researched or reviewed, *the requestor will receive a written response within a reasonable period of time.*

**EXHIBIT A**  
**WESTFIELD TOWNSHIP, MEDINA COUNTY, OHIO**  
**RECORDS RETENTION AND DESTRUCTION**

**TOWNSHIP CLERK**

**ACCIDENT REPORTS**

2 fiscal years, provided audited

**ACCOUNT RECORDS (ORC 507.04)**

Arranged chronologically by date of entry. Contains date, name, purpose or source, Number of warrant or voucher number, receipts and expenditures and balance from various accounts. Although series loses administrative value rapidly expiring by the time 10 years has elapsed and loses fiscal value once audited, some Account Records have included Minutes and Results of Elections.

10 years after last entry, provided Audited

**AGENDAS**

2 years

**AMENDED OFFICAL CERTIFICATES OF ESTIMATED RESOURCES**

From County Auditor of township for yearly budget

5 years

**ANNUAL BUDGET RESOLUTIONS**

(July document & December amendments)

Incorporate into Minutes; retain copies 5 years

**ANNUAL FINANCIAL REPORTS (ORC 507.07)**  
**(Proceedings)**

Incorporate into Minutes

**ANNUAL FINANCIAL REPORTS TO AUDITOR OF STATE**

25 years

**ANNUAL INVENTORIES (ORC 505.04)**

Annual inventory township equipment and supplies

3 fiscal years, provided audited

**ANNUAL REPORTS (ORC 5571.13)**

PERMANENT

**APPLICATIONS FOR EMPLOYMENT**

Retain with Personnel Record IF applicant employed; others destroy after 2 years

**APPROPRIATIONS LEDGERS** (Receipts and Expenditures records) contains who the funds are for, for what purpose, when available, year available, amount, and where funds came from.

5 Fiscal years; provided audited



**AUDIO TAPES OR CD'S** (Includes message recorders or recording of public meetings)

Incorporate into official minutes then retain 6 months and/or until approved and no longer of administrative value.

**AUDIT REPORTS**

5 fiscal years

**BANK DEPOSIT SLIPS**

4 fiscal years, provided audited

**BANK STATEMENTS** (Reconciliation's)

5 fiscal years, provided audited

**BIDS** (Successful)

Contains bidder information, dates, cost of materials, labor, expected completion date, services to be provided and penalties for non-completion.

3 fiscal years, provided audited

**BIDS** (Unsuccessful)

See above.

3 fiscal years, provided audited

**BONDS, OFFICIALS** (Record of Officials' Oaths and Bonds; Certificates of Oaths; Notices to Officers Elected or Appointed; ORC 503.25; 507.04; 507.05; 507.08)

Arranged by official's title and therein chronologically. Contains a record of surety bonds filed by township Officials showing office holder, office, sureties, amounts And conditions of bonds, date approved, date filed and oath.

**BUDGETARY AND FISCAL WORK SHEETS**

3 fiscal years, provided audited

**BURIAL PERMITS** (Burial Transit Permits)

5 fiscal years

**BURIAL RECORDS** (Cemetery Records; Interment Records) PERMANENT

**CANCELLED CHECKS**

4 fiscal years, provided audited

**CASH BOOKS** (Cash receipt & expenditure journals)

3 years, provided audited

**CEMETERY ACCOUNT RECORDS**

(Investments of Cemetery Funds; ORC 507.04; 517.17) Funds for the care of cemeteries including record of Investments, receipts and disbursements.

10 years after last entry, provided audited

**CEMETERY DEED RECORDS/CEMETERY LOT SALES** PERMANENT

**RECORDS** ( ORC 517.07) Includes lot number, section, parties, amount, lot description, witnesses, dates, cemetery blueprints, deeds to township property, structure and sign descriptions.

**CEMETERY PLATS (ORC 517.06)**

Contains plat of township cemetery showing roads and pathways, with lots separately defined and numbered consecutively.

PERMANENT

**CERTIFICATES TO TOTAL AMOUNT FROM SOURCES AVAILABLE FOR EXPENDITURES AND BALANCES** Shows beginning balance and monies expected for the year.

3 years, provided audited

**CERTIFICATIONS OF PUBLISHING LEGAL NOTICES**

2 years

**CHECK REGISTERS** (Stub; Duplicated copies of checks)

4 fiscal years, provided audited

**CONSTRUCTION FILES** Arranged chronologically. Contains records relating to building or road constructions, improvements, bids, specifications, inventories and contracts.

15 fiscal years

**CONTRACTS AND AGREEMENTS**

15 fiscal years

**CORRESPONDENCE**

2 fiscal years then destroy when no longer of any administrative value.

**DRAFT DOCUMENTS** – Contains unapproved, incomplete documents & minutes

Until incorporated into final approved permanent minutes or documents

**EMPLOYEE TIME RECORDS**

3 years, provided audited

**EMPLOYMENT RECORDS** Ohio Job & Family Services Reports – Quarterly Payroll

PERMANENT

**E-MAILS** Hard Copy

Retain 6 months and/or until no longer has administrative value.

**EQUIPMENT MISSED, DAMAGED, DESTROYED**

2 years, provided audited

**GAS SLIPS**

1 year, provided audited

**GRANTS**

PERMANENT

**INCOME TAX RETURNS**

6 fiscal years

**INSURANCE POLICIES**

2 years after expiration, provided all claims are settled.

**INVENTORIES**

1 year until after superseded

**JUNK MAIL**

30 days

<u>LAW SUITS (After decisions)</u>	5 years
<u>LEASES</u>	5 fiscal years after expiration, provided audited.
<u>LEVY FILES</u>	Life of levy plus 1 year
<u>MAINTENANCE NEEDS STUDIES</u>	5 years after end of fiscal year
<u>MEMORANDUMS/MESSAGES</u>	Retain 6 months and/or until no longer of administrative value.
<u>MINUTES (Contains proceedings of any township public body meetings.)</u>	PERMANENT
<u>PAYROLL RECORDS</u>	60 years
<u>PERMITS AND LICENSES</u>	2 years after expiration, provided Audited
<u>P.E.R.S. MONTHLY REPORTS</u>	60 years
<u>PERSONNEL RECORDS</u>	60 years
<u>PLATS AND MAPS</u>	Appraise for historical value
<u>POLL BOOKS AND TALLY SHEETS</u>	Appraise for historical value
<u>PUBLICATIONS OF THE TOWNSHIP</u>	PERMANENT – retain 2 copies
<u>REAL ESTATE DATA REPRODUCED FROM COUNTY AUDITOR'S RECORDS</u>	PERMANENT, updated as available
<u>REOUITIONS</u> Contains <u>invoices</u> & <u>purchase orders</u>	3 fiscal years, provided audited
<u>RESOLUTIONS</u>	Retain copies 20 years after incorporation into minutes
<u>SEMI-ANNUAL APPORTIONMENTS OF TAXES</u>	5 fiscal years
<u>SICK &amp; VACATION LEAVE RECORDS</u>	PERMANENT
<u>SPECIFICATIONS RECORDS</u>	Incorporate 1 copy with contracts
<u>SUBDIVISION RECORD PLANS</u>	PERMANENT-Medina Co. Recorder
<u>SURETY BONDS</u> see <u>BONDS</u>	

<u>TAX SETTLEMENTS</u>	5 years
<u>TAPE RECORDINGS OF PUBLIC MEETINGS</u> see Audio tapes or CD's	
<u>TELEPHONE BILLS, LONG DISTANCE LOGS</u>	2 fiscal years, provided audited
<u>TELEPHONE MESSAGES</u> see Memorandums/Messages	
<u>TIME SHEETS</u>	3 years provided audited
<u>TOTAL WAGE AND SALARIES REPORTS</u>	5 years
<u>UNIFORM ACCOUNTING NETWORK CD backups</u>	Daily -- retain at least 1 month Monthly -- retain 1 year Quarterly -- retain 1 year Year End -- retain indefinitely
Retain Image CD's until UAN notifies you to discard Retain Installation CD until you receive & successfully install the next installation CD	
<u>VEHICLE MAINTENANCE REPORTS</u>	Life of Vehicle
<u>VOUCHERS, INVOICES &amp; PURCHASE ORDERS</u>	4 fiscal years, provided audited
<u>W-2 FORMS</u>	4 fiscal years
<u>W-4 FORMS</u>	Until superseded or employee Terminates
<u>WORK SCHEDULES</u>	1 year after last date of schedule
<u>WORKERS COMPENSATIONS CLAIMS</u>	10 years after date of final payment

#### ROAD/SERVICE DEPARTMENT

<u>BLACKTOPPING/RESURFACING RECORDS</u>	PERMANENT
<u>DITCH RECORDS</u>	PERMANENT
<u>EASEMENTS</u>	PERMANENT
<u>JOB ORDERS</u>	3 years after completed
<u>ROAD FUND RECORDS</u>	10 years after last entry, provided Audited

<u>ROAD IMPROVEMENT RECORDS (ORC 5575.09)</u>	PERMANENT
<u>ROAD MILEAGE/LOG REPORTS</u>	PERMANENT
<u>ROAD RECORDS (ORC 507.05; 5575.09)</u>	PERMANENT

#### ZONING DEPARTMENT

<u>APPLICATIONS FOR CONDITIONA USE</u>	PERMANENT
<u>APPLICATIONS FOR VARIANCE</u>	PERMANENT
<u>BOARD OF ZONING APPEALS CASE FILES</u>	PERMANENT
<u>BOARD OF ZONING APPEALS MINUTES</u>	PERMANENT
<u>CERTIFICATES AND PLANS</u>	PERMANENT
<u>CHANGE REQUESTS</u>	5 years, provided no action pending
<u>COMPLAINT FORMS</u>	3 years, provided no action pending
<u>GRANT APPLICATIONS</u>	5 years
<u>LEGAL OPINIONS</u>	PERMANENT
<u>NUISANCE ABATEMENT RECORDS</u>	PERMANENT
<u>PERMIT APPLICATIONS</u> (Buildings, fences, ponds, signs, billboards)	2 years after final decision rendered
<u>PERMIT ISSUED RECORDS</u> (Contains permit number, address and type issued)	PERMANENT

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.



CHAIRPERSON

Dear Records Commission Member:

Enclosed please find approved RC-1 and/or RC-2 forms. Please send copies of these approved forms to the originating office/department. The originating office/department does not receive a separate notice of approval from the Ohio Historical Society or the Auditor of the State.

Before disposal of any records, a Certificate of Records Disposal (RC-3) must be prepared and forwarded to the Ohio Historical Society. This should be done fifteen business days before the disposal takes place. The Ohio Historical Society will forward the RC-3 to the Auditor of the State's records officer. Remember that the Certificate of Records Disposal serves as the official record of the actual disposal of records.

**Now Available!**

- "Local Government Records: Just the Basics" Video Workshop
  - Special price of \$25.00 for the VHS version.
  - Order Online at <http://www.ohiohistorystore.com/CHPSO-Workshops-C51.aspx>

If you have any questions, please do not hesitate to contact me at 614-297-2553 or [kklettinger@ohiohistory.org](mailto:kklettinger@ohiohistory.org).

Sincerely,

Katy L. W. Klettinger  
Local Government Records Archivist  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

**OHIO HISTORICAL SOCIETY**

1982 Veuma Avenue, Columbus, Ohio 43211-2497 ph: 614.297.2300 fax: 614.297.2611  
[www.ohiohistory.org](http://www.ohiohistory.org)

Form RC-2

Page 1 of

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: WESTFIELD TOWNSHIP Records Commission 230-227-5562 Telephone Number

6699 Buffham Rd. Saville OH 44878 MEADINA  
(address) (city) (zip code) (county)

(2) FROM: WESTFIELD TOWNSHIP Record Commission  
(political subdivision name) (unit)

[Signature] Martha J EYBANS Fiscal Officer 12-18-07  
(signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Nov. 7, 2007 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 12/10/2007  
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

[Signature] 12/18/07  
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

[Signature] 1-15-08  
For the Ohio Auditor of State Date

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) (6) (7) (8)\* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	SEE ATTACHMENTS			DEC 18 2007

**RESOLUTION 2007-22**

**A RESOLUTION TO APPROVE AND ADOPT SCHEDULE OF RECORDS RETENTION AND DESTRUCTION**

The Westfield Township Board of Trustees, Medina County, Ohio, met in regular session November 19, 2007 @ 7:00 PM at 6699 Buffham Road with the following members present:

JEFFREY J. PLUMER -TIMOTHY L. KRATZER

Timothy L. Kratzer moved the following resolution and moved the adoption of same which was duly seconded by Jeffrey J. Plumer.

**WHEREAS**, The Westfield Township Board of Trustees considers the WESTFIELD TOWNSHIP RECORDS RETENTION AND DESTRUCTION SCHEDULE (attached as Exhibit A) to be a necessary document to set in place for records retention and destruction;

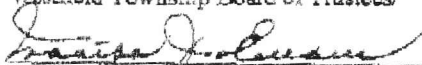
**WHEREAS**, The Westfield Township Board of Trustees, Medina County, State of Ohio, will hereby send a copy of this resolution and Exhibit A to the Ohio Historical Society for their approval;

**NOW THEREFORE**, the Westfield Township Board of Trustees, Medina County, State of Ohio; does hereby resolve to adopt Westfield Township Records Retention and Destruction Schedule attached as Exhibit A.

**ROLL CALL VOTE:** Jeffrey Plumer AYE; Timothy Kratzer AYE.

**ADOPTED:** November 19, 2007

I, Martha J. Evans, Fiscal Officer/Clerk, Westfield Township, do hereby certify that RESOLUTION 2007-22 was proposed by Timothy L. Kratzer, and seconded by Jeffrey J. Plumer, was duly passed and adopted by the Westfield Township Board of Trustees/



Martha J. Evans, Fiscal Officer/Clerk  
Westfield Township