

# Crestline Exempted Village Schools Board of Education

## RECORDS RETENTION MEETING - MINUTES

July 10, 2024

Crestline District Administrative Offices

401 Heiser Court,

Crestline, Ohio 44827

12:00 p.m.



**District Mission Statement:** Students, educators, families, and the community achieve excellence through education, dedication, communication, teamwork, and pride.

**Committee Members:** Jeff Wilhite, Board of Education President  
Robyn Almanson, Board of Education Vice President  
James Saxer, Superintendent/CEO  
Janice Wyckoff, Acting Treasurer

**Call to Order at 12:02 p.m..**

<b>Roll Call:</b>	Mr. Jeff Wilhite	Present
	Mrs. Robyn Almanson	Present arrived at 12:05 p.m.
	Mr. James Saxer	Present
	Ms. Janice Wyckoff	Present

**Review of Current Records Retention Schedule**

**Review of Recommended Records Retention Schedule**

**Motion for Adoption**

Upon motion by Ms. Wyckoff and seconded by Mr. Wilhite, the Records Retention Committee adopted Ohio History Connection State Archives of Ohio Local Government Records Program Records Retention Schedule (RC-2) beginning FY25.

The vote:	Mr. Wilhite	Yes
	Mrs. Almanson	Yes
	Mr. Saxer	Yes
	Ms. Wyckoff	Yes

**Adjourn**

Upon motion by Mr. Saxer and seconded by Mr. Wilhite, the Records Retention Committee adjourned at 12:16 p.m.

The vote:	Mr. Wilhite	Yes
	Mrs. Almanson	Yes
	Mr. Saxer	Yes
	Ms. Wyckoff	Yes

  
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Jeff Wilhite, President

  
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Janice Wyckoff, Acting Treasurer