

# District Records Commission Meeting

## Board of Education

Galion Middle School Computer Lab

Tuesday, February 21, 2023

5:45pm - 6:30pm

**Present:** Mr. Dennis Long, Board of Education Member; Mrs. Charlene Parkinson, Treasurer; Mr. Grant Garverick, Board of Education President; Mrs. Jennifer Allarding, Superintendent

**Absent:** Mr. Mike Mateer, Board of Education Vice President; Mrs. Melissa Miller, Board of Education Member; Mrs. Melisa Watters, Director of Teaching and Learning; Ms. Laura Johnson, Board of Education Member

## 1 PRELIMINARY ITEMS

---

### Attachments:

### 1.1 Roll Call

---

#### Minutes:

All members of records commission present.

#### Attachments:

### 1.2 Adopt Agenda

---

#### Attachments:

### 1.3 Acknowledgement of Guests

---

#### Attachments:

### 1.4 Community Input

---

#### Attachments:

[Board Policy 0.169.1.pdf](#)

## 2 FORM RC-2 SCHEDULE OF RECORDS RETENTION AND DISPOSITION

---

Recommend to approve the revisions shown on the attached Schedule RC-2 Schedule of Records Retention and Disposition.

#### Minutes:

Form RC-2 was reviewed and discussed with no changes proposed. The Records Commission will meet again in February 2024.

**Attachments:**

[Records Retention Schedule Feb 19.pdf](#)

### 3 ADJOURN

---

Meeting Adjourned at: 6:20 PM

**Attachments:**