OFFICIAL MINUTES OF THE RECORDS COMMISSION COMMITTEE MEETING OF THE BOARD OF EDUCATION, DAYTON CITY SCHOOL DISTRICT

THE MEMBERS AND OFFICERS

President Joseph Lacey, Chair

Treasurer/CFO Craig A. Jones, Secretary

Superintendent Lori L Ward, Member

December 19, 2013

Board of Education, Dayton City School District Dayton Montgomery County, Ohio December 19, 2013 – Records Commission Committee Meeting

A Records Commission Committee Meeting was held on Thursday, December 19, 2013 at 2:35 p.m.

CALL TO ORDER

The Records Commission Committee Meeting was called to order at 2:35 p.m.

ATTENDEES

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The attendees were as follows: Treasurer, Craig A. Jones; President Joseph Lacey and Superintendent Lori L. Ward, Cherisse Kidd

MINUTES OF JULY 17, 2013

It was moved by Craig A. Jones and seconded by Lori L. Ward to approve the minutes.

AYES: Jones, Ward, Lacey – 3

NAYS: None – 0

Motion carried.

<u>RC2 – UPDATED</u>

It was moved by Craig A. Jones and seconded by Lori L. Ward to approve RC-2 dated December 10, 2013.

AYES: Jones, Ward, Lacey – 3

NAYS: None – 0

Motion carried.

APPOINT CABINET LEVEL DEPARTMENT HEADS & OTHERS AS RECORDS OFFICERS

- 1000 Superintendent; Treasurer; Manager, Research and Administration
- 2000 Executive Director, Human Resources
- 3000 Executive Director, Accountability
- 4000 Chief Construction and Operations Officer; Executive Director, Facilities and Operations
- 5000 Chief Construction and Operations Officer; Executive Director, Facilities and Operations; Superintendent; Executive Director, Office for Exceptional Children; Director, Transportation; Director, Nutrition Services; Treasurer
- 6000 Treasurer
- 7000 Treasurer
- 8000 Staff Attorney; Executive Director, Office for Exceptional Children; Treasurer; Superintendent; Director, Transportation; Executive Director, Human Resources
- 9000 Superintendent; Director, Health Services

It was moved by Lori L. Ward and seconded by Craig A. Jones to approve the records officers as indicated.

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Board of Education, Dayton City School District Dayton Montgomery County, Ohio December 19, 2013 – Records Commission Committee Meeting

AYES: Jones, Ward, Lacey – 3

NAYS: None – 0

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Motion carried.

RETENTION PERIOD

It was moved by President Joseph Lacey and seconded by Craig A. Jones to change the retention period for "9101" to permanent until superseded.

AYES: Jones, Ward, Lacey – 3

NAYS: None – 0

Motion carried.

ADJOURNMENT

There being no further business, it was moved by President Joseph Lacey and seconded by Craig A. Jones to adjourn. The meeting adjourned with unanimous approval.

Motion Carried. Meeting adjourned at 3:21 p.m.

ATTEST:

Craig A. Jones, Secretary

Joseph Lacey, Chair