

Village of Pemberville Records Retention Committee
July 6, 2022, 10:00 am at Village Offices

Meyer called meeting to order.

Attendance: Mayor, Mayor's appointed representative/chair Laura Meyer, Clerk, Village Solicitor, Zoning Inspector

Reviewed **Committee Purposes:** provide rules for retention and disposal of records, specifically:

1. Availability of public records
2. Retention of public records
3. Disposal of public records

Records Inventory:

Clerk discussed records inventory. She keeps all records in boxes and puts in binders. There are boxes of records of miscellaneous stuff. In storage room, there are boxes are about 20 years' worth of stuff that needs organized.

Zoning Inspector noted that zoning needs to be in file cabinet – there are binders per street. Would like to keep these as file folders. Research by homeowner versus address. Organize zoning would be goal.

Discussion about priorities. Overall, use the required ORC holding period. If holding period concluded, then mark for disposal. Records not disposed need organized. Short term goal is to get caught up. End goal is to create management system so no need for meetings and annually, Village disposes of one year's worth of records.

Mentioned that deeds, conveyances may have been executed but not recorded. Need to record it as a priority. Specifically, maps. Copies of preliminary and draft maps are often confused with final maps.

With the organization task, committee identified volunteers to help with the process. Carol will make ask/invite after days/times for volunteering are identified. Specifically 2-hour time slots with morning, afternoon, evening times identified.

Laura mentioned communication with Rebecca Ransom, Wood County archivist for public records. Committee agreed that her assistance could enhance process.

Tasks:

1. Laura will communicate with Rebecca Ransom to meet on-site with Laura and Sarah
2. Identify 2-hour time slots for volunteers in collaboration with Sarah for room availability
3. Send days/times to Carol for volunteer ask by August 1
4. September – mid November will be organize/coordinate
5. Goal to submit records for disposal by end of November

Meeting adjourned at 10:35 am.

After meeting Clerk showed Laura storage room to discuss current records inventory.