

PAINT VALLEY LOCAL SCHOOL DISTRICT  
RECORDS COMMISSION MEETING MINUTES

JUNE 10, 2019  
CONVENED: 7:04 PM

The Paint Valley Local School District Records Commission met on Monday, June 10, 2019 at 7:04 p.m. following the Regular Session June Board Meeting in the Media Center with the following members answering roll call: Shawn Skaggs (President of School Board), Tim Winland (Superintendent) and Evan Keaton (Treasurer).

Evan Keaton chaired the meeting.

Discussion of the approved **Schedule of Records Retention and Disposition**. The committee discussed the continued need to present the schedules to the building principals, secretaries, guidance, fiscal and support staff to ensure they are knowledgeable of the required retention guidelines.

Discussion regarding **Strategic Solutions** and how the records can be retrieved. Strategic Solutions has scanned all documents into a database that can be accessed and searched.

A **records committee** which includes the superintendent, principals, secretaries, fiscal, guidance, custodial and support staff will meet semi-annually to review district records and retention, submit disposal forms and manage the process through the District. Strategic Solutions will be contacted on an annual basis for any updates that are needed.

There was no further business to bring before the Records Commission. It was moved by Mr. Skaggs and seconded by Mr. Winland that the meeting be adjourned at 7:15 p.m.

Vote: All voted yes.

The next meeting is scheduled to be held after the Regular Session Board Meeting December 10, 2019.

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Board President

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Chairman/Treasurer