

Troy Township Records Commission Meeting
October 29, 2025

SIGN-IN – No guests

Trustee Chairperson Recker called the meeting to order at 6:30 p.m.

ROLL CALL with the following Trustees present: Trustee Chairperson Recker, Trustee Knitz and Fiscal Officer Abke

Trustee Recker stated according to ORC 149.42, the Township Records Commission shall meet at least once every twelve months and upon the call of the chairperson.

The function of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by township offices. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

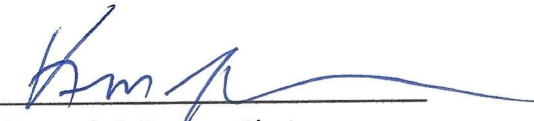
Fiscal Officer Abke met with Brenda Ransom, Records Manager at Wood County Records Center regarding the next step in the Records Retention Policy. Brenda was extremely knowledgeable and helpful.

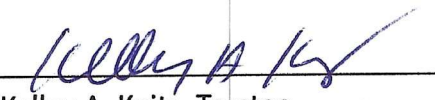
Fiscal Officer Abke presented Trustee Chairperson Recker with the Records Retention Schedule (RC-2) Part 1 form. Fiscal Officer Abke and Trustee Chairperson Recker will sign the form accordingly. This form, along with the approved Township Suggested Records Retention Schedule, will be sent to Ohio History Connection State Archives of Ohio to obtain signatures to dispose of obsolete records.

Fiscal Officer Abke will make calls regarding shredding of obsolete records. Prices and process for shredding will be obtained and presented to the Trustees at the next Trustee meeting.

Fiscal Officer Abke stated Brenda Ransom suggested contacting the Solid Waste Department of Wood County regarding availability of grants towards commercial size shredders for the Township.

Trustee Chairperson Recker made a motion to adjourn the meeting with a second motion by Trustee Knitz. Vote 3-Yes 0-No. Motion carries. Meeting ended at 6:33 p.m.


Kenneth J. Recker, Chairperson


Kelley A. Knitz, Trustee


Laura L. Abke, Fiscal Officer