

Minutes of the Marion Local Records Commission held on Monday, March 11, 2019 at 6:45 p.m. prior to the Regular Board of Education meeting in the Board Conference Room.

Meeting was called to order by Chairman, Heather Cramer.

Member in attendance, Randy Bruns, Board President, Mike Pohlman, Superintendent and Heather Cramer, Treasurer, Chairman.

19-01:

Randy Bruns motioned to approve the minutes from the March 12, 2018 Records Commission meeting. Mike Pohlman seconded the motion. A roll call vote resulted as follows: Bruns yea, Pohlman yea and Cramer yea. Motion passed.

Heather Cramer reported on cleaning out the storage closet across the hall from Central Office. Any documents that were also kept digitally were disposed of along with other items according to our RC-2 Records Retention Schedule. We also discussed records disposal for the current fiscal year but that will also be reported next year at our annual meeting.

Heather Cramer also stated that she is considering updating the RC-2 Records Retention Schedule prior to the next meeting since the last time it was updated was March of 2015.

19-02:

Mike Pohlman motioned to approve discussion of all past records being disposed of in fiscal year 2017/2018. Randy Bruns seconded the motion. A roll call vote resulted as follows: Pohlman yea, Bruns yea and Cramer yea. Motion passed.

19-03:

Randy Bruns motioned to adjourn the meeting at 6:50 p.m. Mike Pohlman seconded the motion. A roll call vote resulted as follows: Bruns yea, Pohlman yea and Cramer yea. Motion passed.

Heather Cramer, Chairman