RECORD OF PROCEEDINGS

Minutes of New Richmond Exempted Village Board of Education Meeting

Held Market Street 5:45 p.m. April 21, 2014

On April 21, 2014 the New Richmond Exempted Village Board of Education Records Retention Committee met with the following in attendance:

Kim Hayden, President
Kevin Walriven, Vice-President
Kristin Bennett
Anthony Farmer
David Hawkins

Adam C. Bird, Superintendent, and Teresa S. Napier, Chief Financial Officer, were also present.

The committee reviewed RC-1 Application for One-Time Records Disposal

Moved by Mr. Farmer, seconded by Mr. Hawkins to dispose of the following:

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) –

Section E: Table of Records to be Disposed

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State
1305-01	2003 Treasurer's BOE Agendas	paper		
1305-02	2004 Treasurer's BOE Agendas	paper		
1305-03	2005 Treasurer's BOE Agendas	paper		
1305-04	2006 Treasurer's BOE Agendas	paper		
1305-05	2007 Treasurer's BOE Agendas	paper		
1305-06	2008 Treasurer's BOE Agendas	paper		
1305-07	2009 Treasurer's BOE Agendas	paper		
3305-01	IEP & MFE for graduates with birthdays 1980 or before	paper		
3305-02	IEP Withdrawn Students with birthdays 1980 or before	paper		
5303-01	1998-1999 Facility Use Requests	paper		
6101-14	Financial Reports Feb-Apr 2001	paper		
6101-15	FY 2000 Financial Reports: BUDSUM	paper		
6101-16	Feb 2002 Monthly Financial Reports	paper		
6101-17	1998-99 Financial Reports Year End	paper		
6101-18	FY98 Summary Expenditures &	paper		

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6101-19	FY98 Outstanding POs	paper		
6101-20	FY99 Appropriations Monthly Reports	paper		
6101-21	July 1999 Monthly Reports	paper		
6101-22	FY99 General Purpose Financial Statements	paper		
6101-23	FY99 Account Checks Monthly Reports	paper		
6101-24	Sept & Oct 1999 BUDSUM Monthly Reports	paper		
6101-25	FY98 FINANC Monthly Reports	paper		
6101-26	FY99 Aug-Dec 98 BUDSUM Monthly Reports	paper		
6101-27	Sept 1999 Monthly Financial Reports	paper		
6101-28	Aug 1999 Financial Reports	paper		
6101-29	FY98 July-Dec 97 Financial Reports	paper		
6101-30	2004 Annual Evaluation Report	paper		
6101-31	FY2001 Financial Reports	paper		
6101-32	FY2001 July -Oct 2000 Financial Reports	paper		
6101-33	FY2002 Financial Reports	paper		
6101-34	FY2002 Nov & Dec 2001 Financial Reports	paper		
6101-35	1998-1999 New Appropriations	paper		
6101-36	FY 1998 Budget Report	paper		
6101-37	FY 98 Vendor Listing	paper		
6101-38	FY 2001 Oct 2000 Outstanding Purchase Orders	paper		
6202-01	1994-2000 School Foundation	paper		
6203-01	1996 Tax Advance Forms	paper		
6203-02	1994-2007 Tax Settlements	paper		
6204-01	FY98 Budget Summary	paper		
6204-02	Jan 95-Jan 96 Tax Budget	paper		
6204-03	1994-1995 Tax Budget	paper		

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6209-01	FY2001 Receipt Ledgers	paper		
6209-02	1996-1997 A/R Invoices	paper		
6209-03	1998-1999 A/R Invoices	paper		
6211-01	FY 2000 A/P Vouchers, invoices, POs, 047591-051082	paper		
6211-02	FY 2000 Memo Checks, invoices, POs	paper		
6211-03	FY 2001 A/P Vouchers, invoices, POs, 051083-054614	paper		
6211-04	FY 2001 Memo Checks, Invoices, POs	paper		
6211-05	FY 2002 A/P Vouchers, invoices, POs, 05615-058250	paper		
6211-06	FY 2002 Memo Checks, Invoices, POs	paper		
6211-07	FY 2003 A/P Vouchers, invoices, POs, 058251-062090	paper		
6211-08	FY 2003 Memo Checks, Invoices, POs	paper		
6211-09	FY 2004 A/P Vouchers, invoices, POs, 0502091-065411	paper		
6211-10	FY 2004 Memo Checks, Invoices, POs	paper		
6213-01	1995-1966 Blank Federal Report Forms	paper		
6213-02	1996 Federal Compliance Letter	paper		
6219-01	FY98 SM1, Certificate of Available Resources, Permanent	paper		
6219-02	1995-2000 Amended Certificates	paper		
6220-01	1995-2000 Appropriation Resolutions	paper		
6222-01	1995-2000Tax Commission Information	paper		
6305-01	1995-1996 Investments	paper		
6305-02	1997-1998 StarOhio, Provident Bank, New Richmond Bank Investments	paper		
6305-03	1997-1998 5th/3rd Bank Investments	paper		
6305-04	1997 Provident Bank Investments	paper		
6305-05	1998-1999 StarOhio, Provident Bank, New Richmond Bank Investments	paper		
6305-06	1998-1999 5th/3rd Bank Investments	paper		

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6310-01	FY2005 Check Register	paper		
6310-02	July 2000-Oct 2001 Check Register	paper		
6311-01	June 2003-Feb 2004 Receipts, Pay-ins Deposits	paper		
6311-02	March 2004-June 2004 Receipts, Pay-ins, Deposits	paper		
6311-03	1992-1993 Pay-ins, Deposits	paper		
6313-01	Receipt Ledgers Aug 2003-June 2005	paper		
6313-01	Receipt Ledgers July 2005-June 2007	paper		
7001-13	2010 October Payroll Ledger	paper	Electronic/On Base	
7001-14	November 12, 2010-December 10, 2010 Payroll Ledger	paper	Electronic/On Base	
7001-15	Sept 2010 Payroll Ledger	paper	Electronic/On Base	
7001-16	Sept 2010 Quarterly Report	paper	Electronic/On Base	
7001-17	July & August 2010 Payroll Ledger	paper	Electronic/On Base	
7001-18	June 2010 Payroll Ledger	paper	Electronic/On Base	
7001-19	Dec 22, 2010 Payroll, Quarter Report, W-2 Report	paper	Electronic/On Base	
7001-20	March 4, 2011-April 2011 Payroll Ledger	paper	Electronic/On Base	
7001-21	April 15, 2011-May 27, 2011 Payroll Ledger	paper	Electronic/On Base	
7001-22	Nov 9, 2012-Dec 31, 2012 Payroll Ledger	paper	Electronic/On Base	
7001-23	July 22, 2011-Sept 15, 2011 Payroll Ledger	paper	Electronic/On Base	
7001-24	Jun 10, 2011 – July 8, 2011 Payroll Ledger & Quarter Report	paper	Electronic/On Base	
7306-01	June 30, 1998 Absence Reports	paper		
7306-02	2000 Benefit Balance Report	paper		
7306-03	June 23, 2000 Benefit Balance Report	paper		
7306-04	October 2001 Employees List	paper		

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7306-05	1999 W-2 Report	paper		
7319-01	1996 Health Trust Employee Counts	paper		
7319-02	1993-1994 Health Trust Employee Counts	paper		
7319-03	1995 Health Trust Employee Counts	paper		
7319-04	1996 Health Trust Employee Counts	paper		
7319-05	1997 Health Trust Employee Counts	paper		
7319-06	1998 Health Trust Employee Counts	paper		
7319-07	1999 Health Trust Employee Counts	paper		
7319-08	2000 Health Trust Employee Counts	paper		
7319-09	2001 Health Trust Employee Counts	paper		
7319-10	2002 Health Trust Employee Counts	paper		
7319-11	2003 Health Trust Employee Counts	paper		
7319-12	1999 Medicare COB Reports	paper		
8201-01	1998 GAAP Report	paper		
8202-01	JV 2001 4502 Financial Report	paper		
8202-02	1997-1998 4502 Financial Report	paper		
1404	**E Mail All records through June 30, 2013 for the following employees**	**Electronic**		
	Adam Bird			
	Enos Pennington			
	Debbra Williams			
	Thea M. Kellum			
	Pamela S. Klein			
	Bridgette Smith			
	Elizabeth L Groen			
	Todd Jackson			

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1404	**E Mail All records through June 30, 2013 for the following employees (Cont'd)**	**Electronic**		
	Tara Rosselot			
	Molly Miller			
	Erin Parker			
	Jeff Durm			
	Kelly S Gabriel			
	Brrenda R Barnes			
	Michele A Jackson			
	Nancy Jo Foote			
	Kelly J Dunham			
	Diane Glass			
	Elizabeth Florea			
	Kelly Schmittou			
	Rachel Reynolds			
	Malinda A. Hawkins			
	Greg Chandler			
	Adrian Vance Hawk			
	Kimberly Ealy			
	Mary Hatfield			
	Jennifer Huelsmann			
	Lura Muncy Daniels			
	Regina Renee Mikles			
	Patricia Piper			
	Sherry Todd			

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1404	**E Mail All records through June 30, 2013 for the following employees**	**Electronic**		
	Lynn Shouse			
	Barbara Holman			
	Jeff Folkens			
	Barbara L Longworth			
	Lisa D Gilbert			
	Rachel Fehr			
	Julie Yaden			
	Joseph P Roach			
	Connie L Kelch			
	Karen McCann Burke			
	Kathy Sue Greeson			
	Sally Wylie			
	Tracy Hamilton			
	Teresa Dufau			
	Courtney Shuman			
	Melissa L Wildey			
	Tracy Autzen			
	Constance L Hammer			
	Kelly Heckard			
	Linda Curless			
	Susan Kelly			
	Tracy Maguire			
	Rebecca E Woodard			
	Misty R Cresap			

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1404	**E Mail All records through June 30, 2013 for the following employees (Cont'd)**	**Electronic**		
	Julie Winkelman			
	Beth Kamen			
	Kelly Snead			
	Rosemary Wiebell			
	Mary Beth Weiler			
	Court Lilly			
	Melinda Graser			
	Stacy Gibbons			
	Judy Middeler			
	Allison Ball			
	Erin O Keith			
	Tina M Grippa			
	Douglas M Heflin			
	John Wright			
	Keven Ann Turner			
	Nathan Rack			
	D Andrew Helton			
	Judith K Wildey			
	Kimberly A Sherden			
	Denise G Justice			
	Andrea L Schultz			
	Janet F Richardson			
	Kelsey Jones			

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1404	**E Mail All records through June 30, 2013 for the following employees (Cont'd)**	**Electronic**		
	Cynthia L Groman			
	Mark A Bailey			
	Julie Fetchak			
	Doug Foote			
	Rebecca Lewis			
	Roger Nyam			
	Rhonda Cain			
	Gail Hall			
	Nicole J Parker			
	William G Harris			
	Brian Benzinger			
	Brian McMonigle			
	Brad Hatfield			
	Marsha Forsee			
	Phillip B Heflin			
	Maryann Dalton			
	Mike McKinley			
	Darren Shinkle			
	Laura R Prescott			
	J Pat Crowley			
	Logan Minning			
	Joseph J Moorehead			
	James D Reaker			
	Shelby Pride			

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1404	**E Mail All records through June 30, 2013 for the following employees (Cont'd)**	**Electronic**		
	Carla Corbin			
	Patricia S Verwold			
	Amy Carey			
	James A Robinson			
	Carol Ann Coulter			

The meeting adjourned at 5:55 p.m.

Kimberly Hayden

Kimberly Hayden, President

Teresa S. Napier

Teresa S. Napier, Chief Financial Officer