

TRUSTEES:  
John A. Eberly, Chairman  
Patrick J. Cavanagh  
Michael S. Troyan



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## Auburn Township Record Retention Committee

### Minutes of Public Hearing of 5/7/2018

The Public Hearing of the Record Retention Policy committee was called to order at 7:15 p.m. by Chairman John A. Eberly.

Present was the Chairman Eberly and, Fiscal Officer / Record Retention Officer, Fredrick L. May. The following report was given by Fred May:

1. I have reviewed prior year's Certificates of Records Disposal including the latest one submitted to the Local Governmental Records Program on ~~May 15, 2018.~~ <sup>4/24</sup>
2. The archives located on the second floor were reviewed and appear to be reasonably accessible and in good sequential order.
  - a. Archival environment seems adequate as records 30 or more years old have held up reasonably well.
  - b. Older, historical records are kept on the first floor in fire safe cabinets.
3. Records retention policy appears up-to-date and in-sync with the State's expectations.
4. Discussed updating our policy to include some specific provisions for e-mail.
  - a. Most e-mails are transient communications with limited retention value and we do not need to store them long term.
  - b. However we still need to take a look and see if we have an adequate e-mail policy.

Mr. Eberly called for an adjournment to the meeting at 7:25 p.m.

  
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Fred May

  
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John A. Eberly

5/7/18  
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Date