AUBURN TOWNSHIP BOARD OF TRUSTEES
Public Hearing
Auburn Township Records Commission
November 4, 2024

Members Present: Michael S. Troyan, Chairman of the Auburn Township Trustees
Daniel J. Matsko, Auburn Township Fiscal Officer

The public hearing meeting of the Auburn Township Records Commission was called to order at 7:00 p.m. by Michael S. Troyan.

Mr. Matsko explained that the Records Commission was meeting as per the Ohio Revised Code (ORC) 149.42, which states that the commission shall meet at least once every twelve months and upon the call of the chairperson.

Mr. Troyan explained to the audience members that the Commission was not a keeper of the records; they just had to review them. Mr. Troyan stated that Nancy Dolezal, Auburn Township Administrative Assistant, has been taking care of the records and will be designated Auburn Township Record Custodian at the next Trustee Organizational Meeting in January 2025. Mr. Troyan added that Mrs. Dolezal has done a really good job of keeping the records / retention schedule.

Mr. Troyan said the last time the Records Commission disposed of records was in 2022; prior to that was in 2018. There were not any records that needed to be disposed of this year.

Mr. Matsko also referred to another ORC, section 149.43, regarding Public Records training. All elected officials or their appropriate designee shall attend three hours of training for every term of office for which the elected official was elected to the public office. Mr. Matsko noted that he completed his training in June of 2024.

Mr. Troyan stated the Trustees will appoint Mrs. Dolezal as their designee to take the training.

Mr. Matsko also presented a Public Records Requests log. The log contains record requests that were submitted to the Township over the past two years.

An audience member asked if the records were kept on site. Mr. Matsko explained that yes, they are kept on site within the townships' administration building and road department service garage.

After no further questions from the audience, Mr. Troyan adjourned the meeting at 7:11 p.m.

Michael S. Troyan, Chairman of the Township Trustees

Daniel J. Matsko, Auburn Township Auburn Fiscal Officer

Nov 18, 2024
Date