Twinsburg City School District District Records Commission Meeting Tuesday, December 12, 2023 Twinsburg Board of Education Office ~ 5:15 p.m.

Meeting Minutes

In Attendance: Rob Felber (Board of Education), Kathi Powers (Superintendent), Julia Rozsnyai (Treasurer), Matt Strickland (Business Manager), Marianne Franko (District Records Officer)

Meeting was called to order at 5:17 p.m.

Approval of Minutes, August 8, 2022 Motion - Mr. Felber

Motion Seconded by Mrs. Rozsnyai

Approved, 4-0

Review of the Records Retention Schedule (RC-2) – Part 1 as Authorized by the Ohio History Connection – State Archives, September 29, 2021

Review of proposed records to be disposed

• As documented on Records Retention attachment

Motion to dispose of records noted on the Records Retention attachment with the exception of the item listed as "Student Learning Objectives" as those documents are part of a teacher's personnel record as an evaluative document.

Motion – Mr. Strickland

Motion Seconded by Mrs. Rozsnyai

Approved, 4-0

Meeting was adjourned at 5:24 p.m.

Meeting Minutes approved on December 12, 2024

Record Retention - Documents identified for potential disposal

Description of Documents	Schedule # (from Records Retention Schedule (RC-2) dated Sept 2021)	Dates documents cover
Daths Attandance Demonts THC	3314	August 2020 - May 2021
Daily Attendance Reports - THS Daily Attendance Reports - THS	3314	August 2020 - May 2021 August 2021 - May 2022
		August 2021 - May 2022
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Twinsburg High School December 1, 2023

Record Retention - Documents identified for potential disposal

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Description of Documents	Schedule # (from Records Retention Schedule (RC-2) dated Sept 2021)	Dates documents cover
Discipline Files - Class of 2015 (2 boxes)	3310	7/1/2011 - 6/30/2015
Discipline Files - Class of 2016 (1 box)	3310	7/1/2012 - 6/30/2016
Discipline Files - Class of 2017 (1 box)	3310	7/1/2013 - 6/30/2017
Student Learning Objectives (1 box)	Not specified	2016 through 2018
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