RECORD OF PROCEEDINGS

Minutes of Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held ~~SEPTEMBER 14, 2026~~ 20

2026 RECORDS COMMISSION MEETING

In accordance with the requirements of Ohio Revised Code (ORC) Section 149.42, the annual Records Commission meeting of Miami Township began at 6:45 p.m. on Monday, September 14, 2026, in the Miami Township Civic Center Trustee Room.

The Miami Township Records Commission is composed of Mary Makley Wolff, Mark Schulte, and Ken Tracy, who were all in attendance.

The meeting was called to order by Trustee Tracy, and the following business was discussed:

Agenda Item # A – Administration RC-2

Mr. Kelly discussed one change to the Administration's RC-2 Records Retention Schedule which changes the retention period for voice mail, text messages, and other cellular device messaging to delete after 24 hours.

Agenda Item # B – Police Department RC-3

Mr. Kelly presented an RC-3 Disposal form from the Police Department. Mr. Ferry asked a question about a change to the retention period of Misdemeanor reports. Chief Hirsch answered that this conforms with the Police Department's RC-2.

There was no public comment.

Trustee Shulte made a motion to approve the changes to Administration's RC-2, and to approve the disposal of records listed in the Police Department's RC-3, as presented. The motion was seconded by Trustee Wolff. Upon roll call, all voted "AYE."

The meeting was adjourned at 6:48 p.m.

ATTEST:

Eric C Ferry

Eric C. Ferry, Fiscal Officer

Ken Tracy, Chairperson