

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library  
held at Putnam County District Library, Ottawa, Ohio 6:00 p.m., November 21, 2017

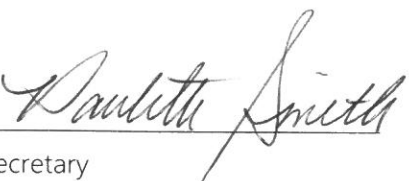
**Present:** Paulette Smith, Denny Mumaw, Anna Horstman, and David Burkhart

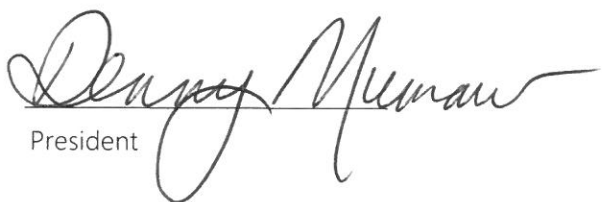
**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**PLEDGE OF ALLEGIANCE**

- A. **RECORDS DESTRUCTION LIST.** The Fiscal Officer presented a list of records proposed for destruction. Motion was made by Anne Horstman and seconded by Paulette Smith to approve the records disposal list as presented. (see attached list). All voted yes on the roll call vote.
- B. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:04 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017 at 6:30 p.m.

  
Secretary

  
President

**RECORDS DESTRUCTION LIST  
NOVEMBER 21, 2017**

<b>schedule #</b>	<b>item</b>	<b>Retention Period</b>	
08-13	Accident Reports	thru 2012	5 years provided no pending action
08-22	Applications for Employment	2015, 2016	Retain with personnel record if applicant employed; others 1 year
08-32	Board Committee Meeting Notes and Attachments	thru 2012	5 years
08-39	Committee Reports	2015, 2016	1 year
08-51	General Coorespondence	thru 2015	2 years
08-52	Gift Donor Forms	2013	3 years
08-64	Leases - Equipment	2014	2 years after expiration
08-71	Library Publications (Newsletters)	thru 2015	2 years
08-92	Vendor Quotes	thru 2015	2 years
08-102	Permission Forms and Letters	thru 2015	1 year
08-108	Volunteer Files	thru 2013	4 years
08-109	Display/Exhibit Files	2016	1 year