tHE DELAWARE COUNTY DISTRICT LIBRARY BOARD OF TRUSTEES MET IN A RECORDS COMMISSION SESSION AT THE DELAWARE COUNTY LIBRARY ON FEBRUARY 21, 2023 AT 5:00PM PRESENT WERE BOARD MEMBERS ALLEN, KIPFER, MCCOY, SKINNER, AND TIEDE. MR. HOWARD, DIRECTOR AND INTERIM FISCAL OFFICER, AND MEMBERS OF THE PUBLIC.

**MOTION MOVED SECONDED AND CARRIED – SKINNER/MCCOY**

TO APPROVE THE RECORDS RETENTION SCHEDULE WITH THE AMENDMENT TO RECORD SERIES FIN-032 AUDIO RECORDINGS OF BOARD OF TRUSTEES MEETINGS BY CHANGING THE RETENTION PERIOD TO 2 YEARS.

**MOTION MOVED SECONDED AND CARRIED – SKINNER/MCCOY**

TO AUTHORIZE THE FISCAL OFFICER TO DISPOSE OF RECORDS FOLLOWING THE RETENTION SCHEDULE ONCE THE SCHEDULE HAS BEEN APPROVED BY THE OHIO HISTORY CONNECTION AND THE AUDITOR OF STATE.

**MOTION MOVED SECONDED AND CARRIED – ALLEN/SKINNER**

TO ADJOURN AT 5:09PM