

**INDIAN HILL EXEMPTED VILLAGE SCHOOL DISTRICT
RECORDS COMMISSION MINUTES
Regular Meeting of June 22, 2023**

A regular meeting of the Indian Hill Exempted Village School District Records Commission was held on Thursday, June 22, 2023, at 9:00 a.m., in the Indian Hill High School College and Career Center Conference Room, 6865 Drake Road, Cincinnati, OH 45243.

Present were Craig Sumerel, Kirk Koennecke and Mick Davis

NAMING A CHAIRPERSON – The commission appointed Mick Davis as Chairperson. Roll call vote was as follows:

Mr. Sumerel, aye Mr. Koennecke, aye Mr. Davis, aye

REVIEW OF RECORDS – The commission reviewed records. There are no records to destroy.

APPROVAL OF RECORDS RETENTION SCHEDULE – The commission voted to approve the RC-2 Records Retention Schedule, as presented. The RC-2 document will be forwarded to the Ohio Historical Society. Roll call vote was as follows:

Mr. Sumerel, aye Mr. Koennecke, aye Mr. Davis, aye

ADOPTION OF A RULE – The commission voted to approve the following rule:

Prior to the regularly scheduled Board of Education meeting each June, there will be a Records Commission Meeting where the Commission will review records, approve the prior minute's meetings, and approve a new records retention schedule (RC-2), as needed. This meeting will be held in the same location as the regularly scheduled Board of Education meeting. Special meetings may be called throughout the year and will be noticed on the District's website at least one week prior to the date of the meeting.

Roll call vote was as follows:

Mr. Sumerel, aye Mr. Koennecke, aye Mr. Davis, aye

ADJOURNMENT – The commission voted to adjourn the meeting at 9:04 a.m. Roll call vote was as follows:

Mr. Sumerel, aye Mr. Koennecke, aye Mr. Davis, aye



Board President



CFO/Treasurer