

RECORD OF PROCEEDINGS

Minutes of Continental Local School Board of Education Meeting

Held on December 1, 2015

A records commission meeting of the Continental Local Board of Education was held at 4:00 p.m. in the administrative office.

Members Present: Mr. Bidlack, Mr. Mengerink, and Mrs. Schmitz

The current records retention schedule was reviewed and is still compliant with the current law.

Disposal methods were discussed for the removal of old records. Mr. Bidlack gave Mrs. Schmitz the option to have someone help her organize and clean the file storage area.

Adjournment Time: 4:05 p.m.

Signed: _____, President

Attest: _____, Treasurer