MEETING MINUTES OF THE
GUILFORD TOWNSHIP RECORDS COMMISSION
September 15, 2026

The Guilford Township Records Commission, Medina County, Ohio, met for a special meeting at 7:15 P.M. on September 15, 2026 at the Guilford Township Hall. The following members were present: Trustee Chairman Gene Morris and Fiscal Officer, Ray Ruprecht.

Also present were: Andy Liston and Ron Scuderi.

Review of Records that can be Disposed

The function of the commission shall be to review current schedules of records retention and determine what records can be disposed of or retained in accordance with the Guilford Township Records Disposal Policy. After reviewing the Guilford Township record retention schedules the following records were scheduled to be disposed of on October 10, 2026.

Through the year 2022

- Receipts
- Employee Time Records/Time Sheets
- Payroll records
- W-2's, Purchase Orders, Vouchers/Warrants, Bank Reconciliations, Bank & Gas Slips

Fire Department

The blueprints and drawings proposed for disposal are working copies used by the Fire Department during construction and planning. Department personnel use them to review proposed projects and make temporary notes during the construction process. Once the building or structure is completed, these copies have little operational value to the Department.

These documents are not maintained as part of our building or structure fire-inspection records. The Medina County Building Department also maintains digital copies that can be accessed if they are needed in the future.

Adjournment

The meeting adjourned at 7:20 P.M.

Gene Morris

Ray Ruprecht