



RECORDS COMMISSION MEETING

August 25, 2025 | Administration Building

MEETING NOTES

Meeting Notes are not official until voted on by the Board of Education at its following Regular Meeting.

1. The meeting was called to order at 6:18 p.m.
2. Members present: Mrs. Crowley, Mr. Stewart, and Mrs. Swearingen.
3. Review the purpose of the commission

Mrs. Swearingen: Board Policy EHA requires an annual meeting and dictates the committee members: the board president, the treasurer, and the superintendent.

I have no proposed changes to our records retention schedule at this time. There are no disposals that require the RC-3 form that would need to be approved by this commission. Any records meeting the disposal criteria were disposed of according to our retention schedule.

4. Comments

None

5. The meeting was adjourned at 6:19 p.m.