Records Commission Meeting

Records Commission

Coshocton Elementary School Library, 1203 Cambridge Rd.
Thursday, January 29, 2026
6:25pm

Present: Ms. Terri Eyerman, Treasurer; Mrs. Susan Mann, Board Member; Matthew Nicholas Mr., Director of Curriculum & Federal Programs

1 Call to Order

Minutes:
The meeting was called to order at 6:25 p.m.

2 Roll Call

Ms. Terri Eyerman, Treasurer/CFO

Minutes:
All members were in attendance.

3 Adoption of Agenda

It is recommended that the Coshocton City Schools Records Commission approve the agenda.

Result: Approved

Motioned: Mrs. Susan Mann
Seconded: Matthew Nicholas Mr.

Voter	Yes	No	Abstained
Ms. Terri Eyerman, Treasurer	X		
Mrs. Susan Mann, Board Member	X		
Matthew Nicholas Mr., Director of Curriculum & Federal Programs	X		

4 Approval of Meeting Minutes

It is recommended that the Coshocton City Schools Records Commission approve the following Meeting Minutes:
Records Commission Meeting -

4.1 January 13, 2025 Meeting Minutes

Result: Approved

Motioned: Matthew Nicholas Mr.
Seconded: Ms. Terri Eyerman

Voter	Yes	No	Abstained
Ms. Terri Eyerman, Treasurer	X		
Mrs. Susan Mann, Board Member	X		
Matthew Nicholas Mr., Director of Curriculum & Federal Programs	X		

Attachments:
2025.01.13_Records_Commission_Mtg_Minutes.pdf

5 Business Items

Minutes:
Ms Eyerman stated that she hoped to have an updated Records Retention Schedule and a list of items (disposition forms) to be shredded at the March 26, 2026 meeting.

5.1 Destruction of Records

It is recommended that the Coshocton City Schools Records Commission approve the Destruction of Records per the attached Certificate of Records Disposal RC-3.

There are none at this time.

Minutes:
None at this time.

6 Next Meeting(s)

March 26, 2026 - for approval to destroy records per the records retention schedule

Minutes:
March 26, 2026 before regular board meeting.

7 Adjournment

Is is recommended that the Records Commission adjourn the meeting

Minutes:
The meeting adjourned at 6:27p.m.

Result: Approved

Motioned: Ms. Terri Eyerman
Seconded: Matthew Nicholas Mr.

Voter	Yes	No	Abstained
Ms. Terri Eyerman, Treasurer	X		
Mrs. Susan Mann, Board Member	X		
Matthew Nicholas Mr., Director of Curriculum & Federal Programs	X		

ATTESTATION:

Terri Eyerman, Treasurer

Mrs. Susan Mann, President