

Minutes of the Board of Licking Township Trustees, **Records Commission Meeting** held at Licking Township Fire Station #600 at 7:00 p.m. on November 15, 2021.

Mr. Holman called the meeting to order with the following members present: John Holman and Andrea Lynch.

Others Present: N/A

*Under ORC 149.42 the Licking Township Records Commission is required to meet once every 12 months.*

Mr. Holman opened the meeting by asking if there were any outstanding/unfulfilled requests for public records as of November 15, 2021. Mrs. Lynch indicated there were no outstanding/unfulfilled requests for public records as of 11/15/21.

Mr. Holman asked if there were any recommended changes or corrections to the current LTWP Public Records Policy. Mr. Holman and Mrs. Lynch concurred there were no corrections/changes needed.

Mr. Holman and Mrs. Lynch indicated that there were no records to dispose of.

Mr. Holman and Mrs. Lynch concurred that there were no recommended changes nor corrections to the LTWP Public Records Retention Schedule at this time.

Mr. Holman suggested that prior to a large township destruction, we may want to contact Lakewood High School for volunteers to assist with filing and organizing any records at old township hall.

Mr. Holman made a motion to adjourn the meeting @ 7:12 p.m.  
Mrs. Lynch seconded the motion.  
Roll call: Holman, yes; Lynch, yes.

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*Records Commission Meeting 11/15/2021*