

Minutes of the Board of Licking Township Trustees, **Records Commission Meeting** held at Licking Township Fire Station #600 at 7:00 p.m. on December 5, 2022.

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

Others Present: Dave Miller

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

Mr. Holman opened the meeting by asking the Fiscal Officer to conduct the meeting.

Mrs. Lynch indicated there were no outstanding/unfulfilled requests for public records as of 12/05/22.

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

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.

Mrs. Lynch mentioned the LTWP Audit and suggestion that the township may want to consider creating a spreadsheet for tracking records requests. Mrs. Lynch said that at this time requests are not voluminous to warrant creating a tracking system.

Mr. Holman mentioned that the auditor specifically complimented the F.O. for her handling of public record requests, reporting, and responses. Agreed no tracking system needed at this time.

Mrs. Lynch made a motion to adjourn the meeting @ 7:07 p.m. Mr. Holman seconded the motion.
Roll call: Holman, yes; Lynch, yes.

Records Commission Meeting 12/05/22