

Minutes of the Board of Licking Township Trustees, Records Commission Meeting held at the Fire Co., Station 3, Jacksontown, OH at 5:00 p.m. on December 27, 2012.

Mr. Hart called the meeting to order with the following members present: Joseph Hart and Andrea Lynch.

Others Present: Steve Patterson

Under ORC 14942 the Licking Township Records Commission is required to meet once every 12 months.

Mr. Hart and Mrs. Lynch discussed updating the current records policy to reflect current contact information and adding language for public records requests of copies to a downloaded storage medium.

Mr. Hart, at the last regular meeting, asked the board if they had any records that they felt that we needed to dispose of. At this time they do not.

Mr. Hart asked the Fiscal Officer if she had any records that she is requesting to dispose of. She does not.

Mr. Hart and Mrs. Lynch discussed discarding manuals that have become obsolete by replacement. Mrs. Lynch will contact the prosecutor's office to ensure these manuals do not require involvement with the Ohio Historical Society.

Changes to the Records policy will be made and presented for signatures at the next regular scheduled board meeting.

Mr. Hart made a motion to adjourn the meeting at 5:10 p.m. Mrs. Lynch seconded the motion. Roll call: Lynch, yes; Hart, yes.

---

---