

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 30, 2013.

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

Others Present: Licking County Sherriff Det. Mark Brown

Mr. Hart stated he authorized hiring a Licking County Sherriff to be present at tonight's meeting for additional security due to recent events in the township.

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

Mr. Hart stated that it was thought that LTWP had a records retention policy in place however recent review indicated otherwise.

Mrs. Lynch presented a drafted Records Retention Policy for consideration. Mrs. Lynch indicated that she researched several other approved retention schedules and consulted with various entities during the compilation of this draft including the Ohio Historical Society, Licking County Prosecutor's Office, Licking County Public Archives, Doug Price, Dale Wise, John Holman, Mike Wilson, Steve Patterson, and Rob Mills.

The Records Commission reviewed the presented draft and made the following changes: Schedule # GEN-18 add "if applicable"; Schedule # Z-05 add "if applicable"; Schedule # Z-15 add "if applicable".

Mr. Hart made a motion to present the Records Retention Policy draft to the Board for approval.

Mrs. Lynch seconded the motion.

Roll Call: Hart, yes; Lynch, yes.

Mrs. Lynch suggested a few changes be made to the current Licking Township Public Records Policy. The Commission reached a consensus on those changes and will discuss at the regular meeting.

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

Mr. Hart made a motion to adjourn the meeting at 5:43 p.m.
Mrs. Lynch seconded the motion.
Roll call: Hart, yes; Lynch, yes.
