

Minutes of the Board of Licking Township Trustees, **Records Commission Meeting** held at the Fire Co., Station 3, Jacksontown, OH at 11:30 a.m. on December 28, 2015.

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

Others Present: None

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

Mr. Hart opened the meeting by asking if there were any outstanding/unfulfilled requests for public records as of December 28, 2015. Mrs. Lynch indicated there were no outstanding/unfulfilled requests for public records as of 12/28/15.

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

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

Mr. Hart and Mrs. Lynch concurred that there were no recommended changes or corrections to the LTWP Public Records Retention Schedule at this time.

Mr. Hart made a motion to adjourn the meeting at 11:36 a.m. Mrs. Lynch seconded the motion.

Roll call: Hart, yes; Lynch, yes.
