

# SOUTH LEBANON RECORDS COMMISSION AGENDA



**Records Commission Meeting**  
**10:30 a.m. Thursday, October 26, 2023**

**City Administration Building**  
**10 N. High Street**  
**South Lebanon, Ohio 45065**

**1. Call Meeting to Order**

**2. Roll Call**

Jerry Haddix, Chairperson

Tina Williams

Andrew Meier

Michael Wells

**3. New Business**

- a. Selection of a Commission Secretary
- b. Review of ORC 149.39 and the roles & responsibilities of the Record Commission
- c. Next steps in preparing Records Retention Schedule (RC-2)
- d. Next meeting

**4. Old Business**

- a. none

**5. Adjournment**