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**