SOUTH LEBANON RECORDS COMMISSION AGENDA

Records Commission Meeting
10:00 a.m. Friday, August 16, 2024

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

3. **Records Commission Appointment – Steve Vidic**

4. **Review and Approval of Minutes**
   a. October 26, 2023

5. **Old Business**
   a. None

6. **New Business**
   a. Appointment of Records Commission Secretary
   b. Records Retention Schedules (RC-2) approved by the Ohio History Connection and Auditor of State
   c. Next steps in preparing Certificate of Records Disposal (RC-3)
   d. Schedule Next meeting

7. **Adjournment**