



City of South Lebanon
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Records Commission Meeting Minutes
August 16, 2024 10:00 AM

Members:

Jerry Haddix, Chairperson - Present
Tina Williams- Present
Andrew Meier – Present
Steve Vidic - Present

Staff:

Linda Burke, Mayor - Present
Amy Butler, Utility Clerk - Present

1. The meeting was called to order at 10:00 AM with roll call: Mr. Haddix, Ms. Williams, and Mr. Meier present.
2. The appointment of Steve Vidic to the Records Commission was acknowledged and Mr. Vidic was sworn in by Mayor Linda Burke.
3. A motion to approve the Record Commission meeting minutes for October 26, 2023, was made by Ms. Williams, seconded by Mr. Meier. Vote taken: Mr. Vidic abstained, the rest all yeas.
4. No old business.
5. New business: Jerry Hadix nominated Amy Butler as the Records Commission Secretary. Mr. Meier made a motion to appoint Amy Butler as the Records Commission Secretary, seconded by Ms. Williams. All yeas.
6. Ms. Williams reported on the submitted RC-2 Retention Schedules for the City Council records and Finance Department records. They have both been approved by The Ohio History Connection and with the Auditor States Office. Therefore, we can proceed with preparing the RC-3, which is the list of records for disposal.
7. Mr. Meier requested to go over the forms and what they mean. Ms. Williams explained the requirement by the Ohio History Connection to prepare a schedule (RC-2) of the items we maintain in our offices and recommend how many years we would like to keep those items. Once approved, the RC-3 is prepared of the items to be deposited of, and the Records Commission will make a vote to properly dispose of those items.
8. The next meeting of the Records Commission is scheduled for November 21, 2024, at 10:30am.
9. Mr. Meier made a motion to adjourn the meeting, seconded by Ms. Williams. All yeas.



Jerry Haddix
Chairperson



Amy Butler
Secretary