



City of South Lebanon
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Records Commission Meeting Minutes
November 21, 2024, 10:30 AM

Members:

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

Staff:

Linda Burke, Mayor - Present
Amy Butler, Secretary - Present

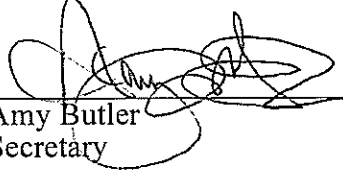
1. The meeting was called to order at 10:30 AM with roll call: Mr. Haddix, Ms. Williams, Mr. Meier and Mr. Vidic present.
2. A motion to approve the Record Commission meeting minutes for August 16, 2024, was made by Mr. Meier, seconded by Ms. Williams. Vote taken: Mr. Vidic abstained, the rest all yeas.
3. No old business.
4. New business: Jerry stated that RC-2 retention schedules for utilities, court, planning, and zoning departments need prepared for submission to the Ohio History Connection.
5. Mr. Vidic asked about the process of complying.
 - a. Ms. Williams explained the requirements of the Ohio History Connection (as discussed in the 08-16-2024 Records Commission meeting). She also explained that we get audited annually by an accounting firm. Our process of disposing of records is reviewed as part of that audit.
 - b. Mr. Meier stated we did get approval to dispose of some records.
 - c. Ms. Williams affirmed we have an approved schedule for both Finance and City Council Records.
 - d. Ms. Williams stated the next step is preparing the document lists that are on the approved schedules. The City Records Commission will verify the document lists meet the timeline of the approved schedules. A vote will then be taken to dispose of those documents.
 - e. Mayor Burke asked if our process is any different, now that we have become a city.
 - f. Ms. Williams explained the required process has not changed.
 - g. Mr. Haddix stated that all public records requests are well documented.
 - h. Ms. Williams stated an RC-2 retention schedule will also be needed for payroll.
 - i. Mayor Burke commented that a lot of work has been done to organize our records.
 - j. Ms. Williams explained that all our records are organized by each department. The process for storing these records is to separate, file and store all current and future documents in order of the approved retention schedules. Permanent and historic records will have their own designated area for preservation and fire protection.

k. Ms. Williams stated the City Records Commission is required to meet twice a year.

6. The next meeting of the Records Commission is scheduled for 06-12-2025 at 10:30am.

7. Mr. Meier made a motion to adjourn the meeting, seconded by Ms. Williams. All yeas.



Jerry Haddix
Chairperson

Amy Butler
Secretary