

Licking Valley Local School District Records Commission

Monday, August 12, 2024

5:30 p.m.

Vision Statement: Every adult helping every child learn and grow every day.

Record Commission

The role of the School District records commission is to provide rules for retention and disposal of records of the district and to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by (ORC 149.41)

I. Regular Business

A. ROLL CALL of Records Commission

Mr. Beery	Mr. Douglass	Mrs. Torbert				

B. Review of Current Public Records Policy and Retention Schedule

CERTIFICATION: We hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed The Schedule of Records Retention and Disposition (Form RC-2) for Licking Valley Local Schools. We further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on Monday, August 12, 2024 as reflected by the minutes kept by this commission.

- Schedule of Records (RC-2)
- Certificate of Records Disposal (RC-3)

Motion By: _____ Seconded By: _____

Mr. Beery	Mr. Douglass	Mrs. Torbert				

Licking Valley Local School District Records Commission
Monday, August 12, 2024
5:30 p.m.

C. Adjournment

Motion By: _____ Seconded By: _____

Mr. Beery	Mr. Douglass	Mrs. Torbert				

Time: _____