

Draft

HUNTINGTON TOWNSHIP RECORDS COMMISSION
45955 STATE ROUTE 162 WELLINGTON OHIO 44090

Minutes of March 20, 2023

The Huntington Township Records Commission met March 20, 2023 at 6:45 PM. In attendance was Trustee Chairman Lamb, Trustee Rollin, Trustee Holmes, Brittany Combs and Fiscal Officer Lanning.

Motion by Holmes with a second by Rollin to approve the minutes of March 18, 2019 as written. Roll call: 3 years.

Lanning explained the drafted RC-3 list of records for disposal and provided the 2019 revised RC-2 that updated the records retention schedule. The date selected for disposal is 4/3/2023 for the drafted RC-3 records.

Chairman Lamb called for questions on the drafted RC-3 records. Hearing no questions or objections a **Motion** by Holmes with a second by Lamb to approve as presented the RC-3 records for disposal. Roll call: 3 years.

Motion by Rollin with a second by Holmes to adjourn. All favorable, meeting adjourned at 6:50 PM.

Signed Chairman

Attest, Fiscal Officer