Licking Valley Local School District Records Commission
Licking Valley High School Media Center, 100 Hainsview Dr. NE, Newark, OH 43055
Monday, June 29, 2025 - 5:30 p.m.

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

Records 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

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Mr. Smathers	Mr. Douglass	Mr. McArtor				

B. Review of Current Records Retention Schedule and Approval of Certificate of Records Disposal

The Records Commission reviewed the District's current Records Retention Schedule and Disposition Form. No changes are proposed to the previously approved RC-2.

The Records Commission considered the proposed Certificate of Records Disposal, which identifies records that have met the applicable retention periods and are eligible for disposal in accordance with the District's approved RC-2.

It is recommended that the Records Commission approve the attached Certificate of Records Disposal (RC-3) and authorize the Treasurer to submit the RC-3 to the Ohio History Connection/State Archives Local Government Records Program if necessary, and, following the required review period and provided no legal hold, pending claim, audit issue, public records request, or other pending action applies, proceed with disposal of the listed records.

Motion By: _____ Seconded By: _____

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Mr. Smathers	Mr. Douglass	Mr. McArtor				

Discussion:

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C. Adjournment

Motion By: _____Seconded By:_____

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Mr. Smathers	Mr. Douglass	Mr. McArtor				

Time:_____