

**RECORD OF PROCEEDINGS
MINUTES OF THE XENIA TOWNSHIP RECORDS COMMISSION**

JUNE 21, 2013

Chair Amy Lewis and Fiscal Officer Barb Miller met at 4:50 on June 21, 2013 for the annual records commission meeting. Secretary Sheryl Blackaby also attended.

Blackaby summarized the process of retention and time line for disposal of various types of documents. She provided a form listing records that needed to be disposed of at this time. Lewis agreed the named documents and records are ready for disposal and signed the said form.

There being no further business, the meeting was adjourned.

Adjourn: 5:00 p.m.

Amy H. Lewis, Chair

Attest:

Barbara J. Miller, Fiscal Officer