

**MINUTES  
RECORDS COMMISSION  
LIBERTY CENTER BOARD OF EDUCATION  
MONDAY, DECEMBER 16, 2024  
6:45 P.M.  
AUDITERIA**

The Records Commission was called to order at 6:45 p.m. in the Auditeria. Mr. Carter, Mr. Peters and Mrs. Buenger were in attendance.

The Approved Records Retention Schedule was reviewed. It was updated in December 2019. There is currently not a plan to make any changes to the schedule as it currently corresponds with Board Policy.


Mr. Peters made the motion to review and approve the records disposal list as per the RC2 schedule for calendar year 2024. Mr. Carter seconded the motion.

VOTE: Ayes: Mr. Carter, Mr. Peters, Mrs. Buenger  
Nays: None – Motion Carried

Mr. Peters made the motion and Mr. Carter seconded the motion to adjourn the December 16, 2024 Records Commission meeting at 6:46 p.m.

VOTE: Ayes: Mr. Carter, Mr. Peters, Mrs. Buenger  
Nays: None – Motion Carried

  
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President, Neal Carter

ATTEST   
Treasurer/CFO, Jenell M. Buenger