



9546 Brandywine Road, Northfield Center, OH 44067

Phone: (330) 467-7646

Fax: (330) 650-0815

www.northfieldcenter.com

FISCAL OFFICER

Andy LaGuardia

TRUSTEES

Russell F. Mazzola, Chair
Paul G. Buescher, Vice-Chair
Richard H. Reville

ADMINISTRATOR

Steve Wright

**NOTICE & AGENDA
NORTHFIELD CENTER TOWNSHIP**

LOCAL RECORDS COMMISSION MEETING

August 5, 2019 - 5:45 p.m.
(Final Draft: July 31, 2019-2:00 p.m.)

Please silence all electronic devices.

A Sign-in Sheet is available at the beginning of the meeting and is available for viewing upon request.

The Public was notified of this meeting by Facebook posting, an e-mail Sunshine Law notice to the Township's Meeting Notification List, the NCT web site calendar, and the electronic sign.

Purpose of Meeting: To approve disposition of aged documents

A. CHAIRMAN ANDREW LAGUARDIA CALLS THE SESSION OF THE LOCAL RECORDS COMMISSION TO ORDER AT ____ P.M.

Roll Call: Russell Mazzola ____; Andrew LaGuardia____

Also present: Township Administrator Steve Wright

B. MOTIONS & RESOLUTIONS:

- 1) The Chair moves for Resolution No. 19/08-05__ to: Approve the Local Records Commission Disposal of Records (Internal) Form dated August 2, 2019. The documents listed therein will be shredded immediately subsequent to approval of this form.

Discussion: _____

_____ seconds the motion.

Roll Call: Russell Mazzola ____; Andrew LaGuardia____

C. THE CHAIR REQUESTS A MOTION FOR ADJOURNMENT AT _____ P.M.

_____ seconds the motion.

Roll Call: Russell Mazzola ____; Andrew LaGuardia____