

BOARD OF TRUSTEES  
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## MIAMI TOWNSHIP

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### FOR IMMEDIATE RELEASE — RECORDS COMMISSION MEETING

*Miami Township, OH 11/08/24* — The Miami Township Records Commission will hold a meeting for the purpose of reviewing revised records retention schedules and proposed obsolete records for disposal on Tuesday, November 12, 2024 at 7:00 p.m. prior to the Board's regularly scheduled Business Meeting.

The meeting will allow the commission to meet its requirement by Ohio Revised Code Section 149.42 to convene the Records Commission at least once yearly for such records management.

The meeting will be held at the Trustee Meeting Room at the Miami Township Civic Center located at 6101 Meijer Drive, Milford, Ohio 45150.

For additional information, please contact Miami Township Administrator Steve Kelly at 513-248-3725 or via email at [steve.kelly@miamitwpoh.gov](mailto:steve.kelly@miamitwpoh.gov).