



**CITY OF PATASKALA**  
**CITY RECORDS COMMISSION**  
**VACANCIES PUBLIC NOTICE**

The City of Pataskala is accepting letters of interest for the following:

**CITY RECORDS COMMISSION**

**Two (2) positions available**

This Board meets once every six (6) months and at any time on an as needed basis.

Meetings are held at the Pataskala Administration Building located at 621 West Broad Street.

The function of the Commission is to provide rules for retention and disposal of records of the city and review applications for one-time record disposals. Additionally, the Commission will review schedules for record retention and disposition submitted by City departments.

To be eligible to serve, applicants must be an elector of the City of Pataskala.

All letters of interest and resumes must be delivered to the Office of the Clerk of Council located at City Hall, 621 W. Broad Street, or e-mailed to [jcumbo@ci.pataskala.oh.us](mailto:jcumbo@ci.pataskala.oh.us) no later than 12:00 pm on Friday, October 27, 2023. You will be contacted for an interview to be held at a Council meeting in Council Chambers located in City Hall.

Submissions received after the deadline will not be considered. Documents submitted via email must be in PDF or Word format.

Michael W. Compton  
Mayor