

**AGENDA**  
**BUTLER COUNTY RECORDS COMMISSION MEETING**

Government Services Center  
315 High Street, 6<sup>th</sup> Floor  
Hamilton, OH

**January 9, 2007 @ 2:00 p.m.**

**I. Call to Order**

**II. Approval of October 25<sup>th</sup>, 2006 Meeting Minutes**

**III. Action Items**

- A. Schedule of Retention & Disposition (RC-2) from Butler County Board of Mental Retardation & Developmental Disabilities
- B. Schedule of Retention & Disposition (RC-2) from Butler County Children's Services Board
- C. Schedule of Retention & Disposition (RC-2) from Butler County Juvenile Justice Center
- D. One-time Disposal Request (RC-1) from office of Butler County Treasurer
- E. Schedule of Retention & Disposition Amended\_(RC-2) from Butler County Commissioners
- F. Schedule of Retention & Disposition (RC-2) from Butler County Department of Development-Building & Zoning Division

**IV. Correspondence**

- A. Certificate of Disposal (RC-3) from Butler County Treasurer
- B. Certificate of Disposal (RC-3) from Butler County Prosecutor

**V. Other**

- Records Laws – HB 9 – Roger Gates
- HB 9 & Records Policy for Public Access (website) – Greg Sullivan
- Electronic Records Management Survey-Rhonda Freeze
- Update of Email/Records training-Rhonda Freeze

**VI. Adjournment**

