

**AGENDA**  
**BUTLER COUNTY RECORDS COMMISSION MEETING**  
Government Services Center  
315 High Street, 6<sup>th</sup> Floor  
Hamilton, OH

**September 26, 2007 @ 2:00 p.m.**

**I. Call to Order**

**II. Approval of August 30, 2007 Meeting Minutes**

**III. Action Items**

- A. Schedule of Retention & Disposition (RC-2) from Butler County Sheriff's Office - revised
- B. Schedule of Retention & Disposition (RC-2) from Butler County Office of Personnel - new
- C. Schedules of Retention & Disposition (RC-2) from Butler County Commissioners Office - new
- D. Schedule of Retention & Disposition (RC-2) from Butler County Care Facility – new (includes 6 departments: GEN,MED,PER,ADM,ADS)
- E. Resolution for Records Management Policy & Procedures
- F. Schedule of Retention & Disposition (RC-2) from Butler County Records Center -new

**IV. Correspondence**

- A. Certificate (6) of Disposal (RC-3) from Butler County Department of Environmental Services – filed 9/25/07
- B. Certificates of Disposal (RC-3) from Butler County Auditor's Office – filed 9/25/07
- C. Certificate of Disposal (RC-3) from Butler County Board of Elections – Filed 9/25/07

**V. Other**

HB 9 Certified Training Schedule

**VI. Adjournment**

