

AGENDA
BUTLER COUNTY RECORDS COMMISSION MEETING

Government Services Center
315 High Street, 6th Floor
Hamilton, OH

August 30, 2007@ 10:30 a.m.

I. Call to Order

II. Approval of May 23rd, 2007 Meeting Minutes

III. Action Items

- A. Schedule of Retention & Disposition (RC-2) from Butler County Area Courts – *revision to schedule number CV only*
- B. Schedules of Retention & Disposition (RC-2) from Butler County Auditor – *two revisions*
- C. Schedule of Retention & Disposition (RC-2) from Butler County Records Center – *General Schedule*
- D. Application for One -Time Disposal of Obsolete Records (RC-1) from Butler County Auditor
- E. Schedule of Retention & Disposition (RC-2) from Butler County Building & Zoning - *2 schedules consolidated and has rec'd prior approval*
- F. Schedule of Retention & Disposition (RC-2) from Butler County Treasurer – *new*
- G. Application for One-Time Disposal of Obsolete Records (RC-1) from Butler County Clerk of Courts
- H. Schedule of Retention & Disposition (RC-2) from Butler County Prosecutor – *revision to schedule number ProsJV2 only*
- I. Schedule of Retention & Disposition (RC-2) from the Butler County Sheriff – *new*
- J. Schedule of Retention & Disposition (RC-2) from Butler County Dept. of Development – *new*
- K. Schedule of Retention & Disposition (RC-2) from Butler County Commissioners

IV. Correspondence

- A. Certificates (2) of Disposal (RC-3) from Butler County Child Support Enforcement Agency – Filed 6/29/07
- B. Certificate of Disposal (RC-3) from Butler County DES – Filed 8/8/07
- C. Certificate of Disposal (RC-3) from Butler County Auditor –Filed 8/29/07

V. Other

- Butler County Records Management Manual (Preliminary Draft)
- Butler County Public Record Policy

VI. Adjournment