

AGENDA
BUTLER COUNTY RECORDS COMMISSION MEETING

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

May 23, 2007 @ 11:00 a.m.

- I. Call to Order**
- II. Approval of January 9th, 2007 Meeting Minutes**
- III. Action Items**
 - A. Schedule of Retention & Disposition (RC-2) from Butler County Prosecutor (addition of one category)
 - B. Schedule of Retention & Disposition (RC-2) from Butler County Board of Commissioners
 - C. Schedules of Retention & Disposition (RC-2) from Butler County Juvenile Detention and Rehabilitation
 - D. Schedule of Retention & Disposition (RC-2) for All County Offices and Agencies – General Schedule submitted by the Records Center
 - E. Schedule of Retention & Disposition (RC-2) *revised 5/18/07* from Department of Environmental Services
- IV. Correspondence**
 - A. Certificate of Disposal (RC-3) from Butler County Treasurer - submitted to OHS by Treasurer in 3/07
 - B. Certificates of Disposal (RC-3) from Department of Environmental Services and Solid Waste Management District - submitted to OHS 5/1/07
 - C. Certificate of Disposal (RC-3) from Butler County Building Department -submitted to OHS 5/8/07
 - D. Certificate of Disposal (RC-3) from Butler County Area 1 Court - submitted to OHS 5/15/07
- V. Other**
 - Butler County Records Management Manual (Preliminary Draft)
- VI. Adjournment**

