

**Call to order**

Butler County Administrator Derek Conklin called the meeting to order at 10 a.m. in the B. C. Commission Board Room. The following members were present: Butler County Recorder Danny Crank and Denise Goll, and Joe Statzer representing the Butler County Auditor. Records Center Director Rhonda Freeze and Marilyn Hatfield.

**Approval of Minutes:**

A motion to accept the September 26, 2007 minutes was made by Recorder Danny Crank and Joseph Statzer made the second. Minutes were approved.

**Action Items:**

Agenda items for Schedules of Retention and Disposition (RC-2) for Butler County Alcohol and Drug Addiction Services Board and Butler County Department of Economic Development are pending and will be presented to the Records Commission at its first meeting in 2008.

Schedule of Retention and Disposition (RC-2) were received from the following:

Butler County Child Support Enforcement Agency. Motion to accept made by B.C. Recorder Danny Crank, Joseph Statzer made the second. Motion passed.

Butler County Probate Court. Motion to accept made by B.C. Recorder Danny Crank, Joseph Statzer made the second. Motion passed.

Butler County Sheriff's office. Motion to accept made by B.C. Recorder Danny Crank, Joseph Statzer made the second. Motion passed.

Butler County Records Center. Motion to accept made by B.C. Recorder Danny Crank, Joseph Statzer made the second. Motion passed.

Butler County Care Facility. Motion to accept made by B.C. Recorder Danny Crank, Joseph Statzer made second. Motion passed.

**Correspondence**

Certificate of Disposal (RC-3) from the Butler County Recorder's Office submitted to Ohio Historical Society by Recorder on 11-27-07.

Certificate of Disposal (RC-3) from the Butler County Child Support Enforcement Agency submitted to Ohio Historical Society by CSEA 12-07-07.

Certificate of Disposal (RC-3) from the Butler County Prosecutor's Office submitted to the Ohio Historical Society by Prosecutor 12-11-07 - *is pending (has not been mailed to Ohio Historical Society.)*

(RC-3) Certificates of Disposal do not require a vote from the Records Commission.

There being no further business the meeting was adjourned at 10:06.a.m.

Submitted by Marilyn Hatfield