

September 26, 2007 Records Commission Minutes

Call to Order:

Butler County Administrator Derek Conklin called the meeting to order at 2:05 p.m. in the Butler County CSEA Board Room. The following members were present: Joseph Statzer representing the B.C. Auditor, Sherry Wise and Carolyn Johnson representing the B. C. Clerk of Courts and Denise Winkler represents the B. C. Recorder. Records Center Director Rhonda Freeze and Marilyn Hatfield were also present.

Approval of Minutes:

A motion to accept the August 30, 2007 minutes was made by Sherry Wise and Carolyn Johnson made the second. Minutes were approved.

Action Items:

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

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B.C. Sheriff's Office, revised from the last meeting. Motion to accept made by Joe Statzer, Sherri Wise made the second. Motion passed.

B.C., Office of Personnel, Motion to accept made by Carolyn Johnson, second by Joe Statzer. Motion passed.

B.C. Commissioners Office, Motion to accept made by Joe Statzer second by Sherri Wise. Motion passed.

B.C. Care Facility includes six departments: Gen, Med. Per. Adm. Ads. Motion to accept made by Joe Statzer second made by Carolyn Johnson. Motion passed.

B.C. Records Center. Motion to accept made by Joe Statzer and Carolyn Johnson made the second. Motion passed.

Resolution for Records Management Policy & Procedures & HB9. Joe Statzer made the motion to accept and Carolyn Johnson made the second. Motion passed.

Correspondence:

Certificates of Disposal (RC-3) were received from the following.

B.C. Department of Environmental Services, Filed 9/25/07

B.C. Auditor's Office filed 9/25/07

B.C. Board of Elections Filed 9/25/07.

These do not require a vote from the Records Commission.

Other:

There will be an HB 9 Certified Training held at Parrish Hall. Date to be announced. Office holders must designate a person to attend this seminar.

Meeting adjourned at 2:20 p.m.

Minutes prepared & submitted by: Marilyn Hatfield