

August 30, 2007 Records Commission Minutes

Butler County Administrator Derek Conklin called the meeting to order at 10:30 a.m. in the Butler County Commissioner's Board Room. The following members were present: Roger Gates representing the B.C. Prosecutors office; Cindy Carpenter, Butler County Clerk of Courts with Carolyn Johnson; representing the Butler County Auditor was Joe Statzer; Butler County Recorder Danny Crank; and Records Center Director Rhonda Freeze with Raymond Devine.

A motion to accept the May 23, 2007 meeting minutes was made by Roger Gates, and Cindy Carpenter made the second. Minutes were approved.

Action items.

Eleven Schedules of Records Retention and Disposition (RC-2) plus an Application for One-Time Disposal of Obsolete Records (RC-1) were received from the following offices:

Area Courts, motion to Accept by Roger Gates, Second by Cindy Carpenter.
Auditor, motion to accept by Roger Gates, Second by Dan Crank
Records Center, Removed for Review
Auditor, motion to Accept by Dan Crank, Second by Cindy Carpenter
Building & Zoning, motion to Accept by Cindy Carpenter, Second by Joe Statzer
Treasurer, motion to Accept by Dan Crank, Second by Cindy Carpenter
Clerk of Courts, motion to Accept by Dan Crank, Second by Joe Statzer
Prosecutor, motion to Accept by Joe Statzer, Second by Dan Crank
Sheriff, Removed for Review
Dept. of Development, motion to Accept by Cindy Carpenter, Second by Joe Statzer
Commissioners, Removed for Review

Under the correspondence heading Certificates of Disposal (RC-3) were received from the following offices:

Butler County Child Support Enforcement Agency, submitted to OHS 6/29/07
Butler County Department of Environmental Services, submitted to OHS 8/8/07
Butler County Auditor, submitted to OHS 8/29/07. These do not require a vote.

Records Center Director Rhonda Freeze will send an electronic copy of the Butler County Records Management Manual (preliminary draft) to everyone.

Dan Crank, Butler County Recorder requested that all review the Butler County Public Records Policy in light of the recent House Bill 9.

Discussion followed as Rhonda Freeze recommended reviewing the Public Record Policy for approval and adoption. Roger Gates pointed out that whatever policy is adopted, each department must post it at the department's location, plus satellite locations as well.

Training is available for HB 9. Rhonda Freeze has contacted the training organization to request a local training class for this important House Bill specifically for Butler County employees.

Cindy Carpenter, Clerk of Courts, enumerated the milestones achieved on her archiving project involving records C of C is responsible for. The project encompasses approximately 2000 boxes.

Roger Gates and Cindy Carpenter discussed Senate Bill 6 at length.

Dan Crank called for adjournment of the meeting at 11:55.