

May 23, 2007 Records Commission Minutes

Butler County Recorder Danny Crank called the meeting to order at 11:03 A.M. in the Butler County Commissioner's Board Room. The following members were present: Roger Gates representing the B.C. Prosecutor's office, Carolyn Johnson and Sherri Wise representing the Clerk of Courts office. Records Center Director Rhonda Freeze and Marilyn Hatfield secretary were also in attendance.

A motion to accept the January 9, 2007 meeting minutes was made by Roger Gates, and Carolyn Johnson made the second. Minutes were approved.

Action items.

Schedules of Retention & Disposition (RC-2) were received from the following offices. Butler County Prosecutor, Butler County Board of Commissioners, Butler County Juvenile Detention and Rehabilitation. All County Offices and Agencies-General Schedule submitted by the Records Center and one from the Department of Environmental Services revised 5-18-07.

Roger Gates made a motion to accept the above action items and Carolyn Johnson made the second. Motion passed.

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

Butler County Treasurer, submitted to OHS 03-07, Department of Environmental Services and Solid Waste Management District Submitted to OHS 5-1-07, Butler County Building Department submitted to OHS 5-8-07 and from the Butler County Area 1 Court submitted to OHS 05-15-07.

These are FYI and do not require a vote.

Roger Gates gave a report on the seminar he attended concerning the retention of e-mails. Offices should follow their retention & disposition schedules or SPORTATIN, (dispose when you should). E-mails should be treated as you would paper. Mr. Gates did say HB 109 requires each office records policy much be posted.

Director Freeze requested everyone look over the Preliminary draft of the Butler County Records Management Manual and let her know of any changes. She requested Roger Gates review the manual for accuracy.

Acting chair Danny Crank would like a report of any corrections or deletions in the manual at our next meeting. He wants to be sure that e-mails are included in the manual..

Motion to adjourn made by Roger Gates and Carolyn Johnson made the second. Meeting adjourned at 11:45.

Submitted by Marilyn Hatfield