

## January 9, 2007 Records Commission Minutes

Butler County Records Commission Chairman Derek Conklin called the meeting to order at 2:00 P.M. in the Butler County Commissioner's Board Room. The following members were present: B.C. Recorder Danny Crank, Roger Gates representing the B. C. Prosecutor's office, Joseph Statzer representing the Auditor's office. Rhonda Freeze, Records Center director, Marilyn Hatfield. Also in attendance were guests Nick Triplett, Records Center and Becky Hood and Doug Haag.

Recorder Danny Crank made a motion to accept the October 10, 2006 meeting minutes and Roger Gates made the second. Motion passed.

### Action items

Schedule of Retention & Disposition (RC-2) from Butler County Board of Mental Retardation & Developmental Disabilities. A motion to approve was made by Roger Gates and Danny Crank made the second. Motion passed

Schedule of Retention & Disposition (RC-2) from Butler County Children's Services Board. A motion to approve was made by Roger Gates and Joseph Statzer made the second. Motion passed.

Schedule of Retention & Disposition (RC-2) from Butler County Juvenile Justice Center. A motion to approve was made by Danny Crank and Joseph Statzer made the second. Motion passed.

Schedule of Retention and Disposition (RC-1) from the Butler County Treasurer. A motion was made to approve by Roger Gates and Danny Crank made the second. Motion passed.

Schedule of Retention and Disposition Amended (RC-2) from the Butler County Board of Commissioners. A motion was made to approve by Danny Crank and Roger Gates made the second. Motion passed.

Schedule of Retention and Disposition (RC -2) from the Department of Development-Building & Zoning Division. A motion to approve was made by Danny Crank and Roger Gates made the second. Motion passed.

Certificates of Record Disposal (RC -3) from the Butler County Treasurer's office and the Butler County Prosecutor's office were presented to the Records Commission. No action was taken.

A memorandum from Commissioner Labor Counsel, Douglas E. Duckett, on the subject of Implementation of Issue 2 Ohio's Minimum Wage was given to everyone present.

Roger Gates discussed/reviewed HB 9. This is in regards to the Record laws.

Director Freeze introduced Nick Triplett. He is replacing Kevin Loving at the Records Center. Nick has been working on the Electronic Records Management Survey to help gauge where we are today.

Becky Hood and Doug Haag demonstrated to the Records Commission the new HB 9 and & Records Policy for Public Access (website). It was well received.

Director Freeze gave a report on the e-mail Records Training for General Fund employees held in November. She thanked those who participated in the training. She especially thanked Roger Gates, Doug Duckett and Derek Conklin for their help. Chairman Conklin suggested she do another one in the near future for the elected county office holder's employees.

Chairman Conklin thanked Director Freeze and her staff for a very informative training.

The meeting was adjourned at 2:28 PM

Submitted by Marilyn Hatfield, secretary