

## January 15, 2008 Records Commission Minutes

### **Call to order**

Butler County Administrator Derek Conklin called the meeting to order at 1:32 pm in the B.C. Commission Board Room. The following members were present: Butler County Recorder Danny Crank and Clerk of Courts Cindy Carpenter and Stephanie Harris, Roger Gates representing the Prosecutors office, Records Center Director Rhonda Freeze and Marilyn Hatfield.

### **Approval of Minutes:**

A motion to accept the December 12, 2007 minutes was made by Recorder Danny Crank and Clerk of courts Cindy made the second. Minutes were approved.

### **Action Items:**

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

Butler County Alcohol and Drug Addiction Services Board. Motion to approve made by Danny Crank and second by Cindy Carpenter. Motion passed.

Chairman Conklin had to leave the meeting and Recorder Danny Crank presided over this part of the meeting.

### **Correspondence**

Butler County Department of Economic Development (Certified Development). Motion to approve made by Derek Conklin and second by Roger Gates. Motion passed.

Chairman Conklin returned as chair for the rest of the meeting.

Certificate of Disposal (RC-3) from the Butler County Commissioner's office submitted to OHS December 26, 2007.

Certificate of Disposal (RC-3) from the Butler County Prosecutor's Office submitted to OHS January 4, 2008.

Certificate of Disposal (RC-3) from Butler County Board of Elections submitted to OHS January 4, 2008.

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

### **Other**

OHS noticed the above offices did not have the proposed disposal date on their forms. This is required by the Ohio Historical Society. Director Freeze has contacted all offices to remind them of this requirement.

Roger Gates said the Prosecutor's has presented a proposal to the Common Pleas Judges to do Electronic filing on Foreclosure cases. If they approve it will significantly lower use of paper.

Roger Gates made a motion to adjourn and it was second by Danny Crank. Meeting was adjourned at 1:55 pm.

Submitted by Marilyn Hatfield