

March 26, 2008, Records Commission Minutes

Call to order

Butler County Administrator Derek Conklin called the meeting to order at 9:35 a.m. in the B.C. Commission Board Room. The following members were present: Karen Steed representing Butler County Recorder, Carolyn Johnson representing Butler County Clerk of Courts, Roger Gates representing the Prosecutors office, and Joseph Statzer representing the Auditor's office. Also present were Records Center Director Rhonda Freeze and Secretary Marilyn Hatfield.

Approval of Minutes:

Joseph Statzer made a motion to accept the January 15, 2008, minutes, Carolyn Johnson made the second. Minutes were approved.

Action Items:

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

Schedule of Retention and Disposition (R.C -2) Butler County Treasurer Nancy Nix. (Revision). This is a revision from the January 15, 2008 agenda because treasurer signed on the chairman's line. This is a corrected version along with added sections. A motion to approve was made by Roger Gates and second made by Joseph Statzer. Motion passed.

Schedule of Retention and Disposition (RC-2) Butler County Care Facility (revision to Med adding categories 14, 15 and 16, Bath Sheets, Controlled Drug Records and Nursing files.) Motion to approve was made by Joseph Statzer and second made by Carolyn Johnson.
Motion passed.

Application For One-Time Disposal Of Obsolete Records RC-1 from the Butler County Domestic Relations Court. Motion made by Joseph Statzer, Roger Gates made the second. Motion passed.

Correspondence

Certificate of Disposal (RC-3) from the Butler County Prosecutor's Office, submitted to Ohio Historical Society February 6, 2008.

Certificate of Disposal (RC-3) from the Butler County Child Support Enforcement Agency - submitted to Ohio Historical Society March 19, 2008.

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

Chairman Conklin adjourned the meeting at 9:45 a.m.

Submitted by
Marilyn S. Hatfield