

RECORDS COMMISSION

MEETING AGENDA

4/23/07 @ 1:00 PM – County Administration Building -Meeting Room D

CALL TO ORDER	Timothy E. Bubb, Commissioner, President
ROLL CALL: Gary Walters, J. Terry Evans, Robert Becker Bryan Long, Tim Bubb	Pam Jones, Commission Secretary
APPROVAL OF MINUTES – February 5, 2007	Tim Bubb
GUEST SPEAKER Robert Smith – Powerpoint presentation on the Components of a Records Facility and Records Management. Mr. Smith, before retiring in 2005, administered the Montgomery County Records Center for nine years. He currently teaches records management and archival administration at the graduate level at Wright State University. He has consulted with numerous organizations and has helped establish record centers and archives in a variety of institutional settings. Mr. Smith is available to answer any questions concerning records storage/centers and records retention challenges.	Tim Bubb, Introduction
ADJOURNMENT	
NEXT MEETING: August 16, 2007 @ 3:00 PM Room D 4 th Floor	