

**RECORDS COMMISSION**  
**TENTATIVE MEETING AGENDA**  
**9/25/08@ 3:00PM – Commissioners Office**

<b>Call to Order</b>	Timothy E. Bubb, Commissioner, President
<b>Roll Call:</b> Gary Walters, J. Terry Evans, Ken Oswalt Bryan Long, Tim Bubb	Pam Jones, Commission Secretary
<b>Approve Minutes of May 22, 2008</b>	Tim Bubb
<b>Schedule (RC-2) Records Retention &amp; Disposition</b> <ol style="list-style-type: none"> <li>1) Licking County Justice Center/Kitchen</li> <li>2) Licking County Transit Board - REVISED</li> <li>3) Licking County JFS - REVISED</li> <li>4) Licking County Justice Center/Accreditation – REVISED</li> <li>5) Licking County Justice Center /Inmate Programs – REVISED</li> <li>6) Licking County Justice Center/Commissary – REVISED</li> </ol>	Rhonda Barcus Cathy Sheets/Laurie Pitchford John Fisher/Craig Pope Diana Brown Jennifer Eveland Terri Meek
<b>Requests for (RC-1) One-Time Records Disposal</b> <ol style="list-style-type: none"> <li>1) Licking County JFS</li> </ol>	John Fisher/Craig Pope
<b>Certificate of Records Disposal (RC-3)</b> <ol style="list-style-type: none"> <li>1) Licking County Planning Commission – Community Dev.</li> <li>2) Licking County Justice Center - Commissary</li> <li>3) Licking County Justice Center – Inmate Programs</li> <li>4) Licking County Justice Center – Accreditation</li> <li>5) Licking County Health Dept. - WIC</li> <li>6) Licking County Treasurer’s Office</li> <li>7) Licking County Human Resources</li> <li>8) Licking County Clerk of Courts –Title Division</li> <li>9) Licking County Health Dept. – Administrative</li> </ol>	<b>Copies Submitted to OHS and RC Board  – Action from RC Board is not necessary.</b>

<p><b>Other Business</b></p> <ol style="list-style-type: none"><li>1. Licking County Homeland Security and Emergency Management – FEMA’s Disaster Assistance Policy</li><li>2. Licking County Records Disposal Update <i>Commission has received copies of the Disposal Forms from the following Departments: Treasurer, Clerk of Courts, Prosecutor’s Office, Sheriff’s Office, Health Dept.</i></li><li>3. Records Commission Manager/Archivist Job Update</li><li>4. Archiving e-mail for Records Retention Requirements</li></ol>	<p><i>Review-If Board has questions, contact Jeff Walker.</i></p> <p>Bryan Long</p> <p>Tim Bubb</p> <p>Chad Fuller/Angie Koontz</p>
<p><b>NEXT SCHEDULED MEETING:</b> TBD</p>	