

RECORDS COMMISSION
TENTATIVE MEETING AGENDA

9/13/07@ 1:30 PM – Commissioners Office

Call to Order	Timothy E. Bubb, Commissioner, President
Roll Call: Gary Walters, J. Terry Evans, Ken Oswalt Bryan Long, Tim Bubb	Pam Jones, Commission Secretary
Approve Minutes of April 23, 2007	Tim Bubb
Schedule (RC-2) Records Retention & Disposition	
1. Licking County Commissioners Office - Revised	Bev Adzic
2. Prosecutor's Office-Juvenile Division – Revised	Erin Welch
3. Auditor's Office – Revised	Terry Evans/Bob Fitch
4. Clerk of Courts-Domestic Division	Joyce Steel/Gary Walters
Requests for (RC-1) One-Time Records Disposal	
1. Job and Family Services	John Fisher
Certificate of Records Disposal Submitted to Board	Pam Jones, Secretary
1. Licking County Human Resource Department	
2. Licking County Commissioners	
Other Business	
1. Records Center Status and Storage Issues	Tim Bubb
2. Other	
a. LC Records Transfer Document from LC Engineers Office.	Pam Jones
b. LC Records Disposal Documents	Bryan Long
c. HB-9 – 1) Approval of Public Records Release Policy and Request Form. 2) Certified Training of elected Officials or designees 3) Public Records Poster	Prosecutor's Office

d. Approval of Records Commission Rules

NEXT MEETING: Thursday, February 7, 2008

Thursday, August 21, 2008