

RECORDS COMMISSION
TENTATIVE MEETING AGENDA
9/25/08@ 3:00PM – 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 May 22, 2008	Tim Bubb
Schedule (RC-2) Records Retention & Disposition 1) Licking County Justice Center/Kitchen 2) Licking County Transit Board - REVISED 3) Licking County JFS - REVISED 4) Licking County Justice Center/Accreditation – REVISED 5) Licking County Justice Center /Inmate Programs – REVISED 6) Licking County Justice Center/Commissary – REVISED	Rhonda Barcus Cathy Sheets/Laurie Pitchford John Fisher/Craig Pope Diana Brown Jennifer Eveland Terri Meek
Requests for (RC-1) One-Time Records Disposal 1) Licking County JFS	John Fisher/Craig Pope
Certificate of Records Disposal (RC-3) 1) Licking County Planning Commission – Community Dev. 2) Licking County Justice Center - Commissary 3) Licking County Justice Center – Inmate Programs 4) Licking County Justice Center – Accreditation 5) Licking County Health Dept. - WIC 6) Licking County Treasurer’s Office 7) Licking County Human Resources 8) Licking County Clerk of Courts –Title Division 9) Licking County Health Dept. – Administrative	Copies Submitted to OHS and RC Board – Action from RC Board is not necessary.

<p>Other Business</p> <ol style="list-style-type: none">1. Licking County Homeland Security and Emergency Management – FEMA’s Disaster Assistance Policy2. 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>3. Records Commission Manager/Archivist Job Update4. Archiving e-mail for Records Retention Requirements	<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>NEXT SCHEDULED MEETING: TBD</p>	