

**RECORDS COMMISSION  
TENTATIVE MEETING AGENDA**

**1/7/10 @ 1:30PM – Administration Building, Conference Room D**

<b>Call to Order</b>	Timothy E. Bubb, President
<b>Roll Call:</b> G. Walters, T. Evans, K. Oswalt, B. Long, T. Bubb	Katy Klettlinger, Secretary
<b>Approve Minutes of September 14, 2009</b>	Tim Bubb
<b>Schedule (RC-2) Records Retention &amp; Disposition</b>  1. Prosecutor's Office-Civil Division 2. Licking County Transit Board	Tony Stucco Laurie Pitchford
<b>Requests for (RC-1) One-Time Records Disposal</b>  1. Licking County Board of Developmental Disabilities 2. Licking County CSEA 3. Licking County Commissioners (microfilm)	Barb Luce Bruce Smith Angela Spray
<b>New Business</b>  1. 2010 County-wide Records and Archives Initiatives 2. Letter to OHS for Return of Select County Records 3. Draft Email and Voicemail Policy Discussion	Katy Klettlinger Katy Klettlinger Ken Oswalt
<b>Adjournment</b>	