

**RECORDS COMMISSION
TENTATIVE MEETING AGENDA**

2/2/09 @ 3:00PM – Administration Building, Conference Room D

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 September 25, 2008	Tim Bubb
Approve Appointment of Katy L.W. Klettlinger as Records Commission Secretary	Tim Bubb
<p>Schedule (RC-2) Records Retention & Disposition</p> <ul style="list-style-type: none"> 1) County Sheriff-Accreditation <i>Addendum to current schedule</i> 2) County Sheriff-Medical <i>Revision to current schedule: Removing inclusive dates from Record Series Column (6) & adding “electronic” to media type for schedule number SHE/MED-2009-001</i> 3) County Park District <i>New schedule</i> 4) County Safety <i>New Schedule</i> 5) County Child Support Enforcement Agency <i>Revision to current schedule: Changing retention period and format of Physical Case Files to reflect adoption of document management software</i> 	<p>Diane Brown</p> <p>Andy Santo</p> <p>Karissa Cooper</p> <p>Phil Koontz</p> <p>Bruce Smith</p>
<p>Requests for (RC-1) One-Time Records Disposal</p> <ul style="list-style-type: none"> 1) None 	
<p>Certificate of Records Disposal (RC-3)</p> <ul style="list-style-type: none"> 1) County Auditor - <i>Three Forms Filed: September 24, 2008, October 23, 2008, & January 20, 2009</i> 2) County Human Resources 3) County Sheriff-Medical 4) County Sheriff-Jail Records 5) County Sheriff-Pay-to-Stay 6) County CSEA 	<p>Copies Submitted to OHS per ORC 149.38 – Action from RC Board is not required.</p> <p>RC-3 forms are available for review upon request from originating departments and commission secretary.</p>

<p>Other Business</p> <ol style="list-style-type: none">1. Licking County Records Disposal Update2. County-Wide General Retention Schedule Discussion 3. Approval of Courthouse Attic Plan & Update4. Approval of Local Rule to require all department to submit RC-3 forms to Records Commission Secretary for review before sent to OHS5. Department Records Inventory Discussion6. Archiving E-mail for Records Retention Requirements	<p>Bryan Long Katy Klettlinger, Commission Secretary Katy Klettlinger Katy Klettlinger</p> <p>Katy Klettlinger Chad Fuller & Angie Koontz</p>
<p>NEXT SCHEDULED MEETING: TBD</p>	