

**RECORDS COMMISSION
TENTATIVE MEETING AGENDA**

7/15/10 @ 1:30PM – Administration Building, Conference Room D

Call to Order	Timothy E. Bubb, President
Roll Call: G. Walters, T. Evans, K. Oswalt, B. Long, T. Bubb	Katy Klettlinger, Secretary
Approve Minutes of January 7, 2010	Tim Bubb
Schedule (RC-2) Records Retention & Disposition	
1. Animal Control-supercede	Jon Luzio
2. Building Code-first schedule	Jack Pryor
3. Commissioners-Administrative	Bev Adzic
4. Commissioners-Fiscal	Pam Jones
5. General Retention Schedule-supercede (changes highlighted)	Katy Klettlinger
6. Human Resources-supercede	Kelli Cottrell
7. Jobs and Family Services-addendum	Billie Stemm
8. Prosecutor's Office-supercede	Tony Stocco
9. Records and Archives-supercede (changes highlighted)	Katy Klettlinger
10. Sheriff: Accreditation-addendum	Diane Brown
11. Sheriff: Civil/Records-supercede	Lt. Geidenberger
Requests for (RC-1) One-Time Records Disposal	
1. Commissioners	Pamela Jones
2. Human Resources (microfilm records)	Angela Spray
3. Jobs and Family Services (records @ Fireproof Records Center)	Billie Stemm
4. Prosecutor's Office-Civil (records @ Old County Jail)	Tony Stocco
Old Business	
1. Approval of County E-mail/Voicemail Policy	Ken Oswalt/Katy Klettlinger
New Business	
1. Records Management: Department Imaging Program Update	Angela Spray
2. Archives Update: Reference Program Implementation	Bill Markley
3. Records Management: County-wide Shredding Program	Katy Klettlinger
Adjournment	

