

**RECORDS COMMISSION  
TENTATIVE MEETING AGENDA**

**9/14/09 @ 1:30 PM – 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 July 16, 2009</b>	Tim Bubb
<b>Countywide Electronic Document Management (EDM) Program</b>  Brief Study Results Overview What is EDM? Department Findings Cost Savings (Action Track) Implementation Plan (Action Track)	Katy Klettlinger
<b>County Employee Statements (5 minutes each)</b>  Advantages to Digital Records Access in Clerk of Courts  Needs for EDM in Prosecutors Office  EDM Implementation (Planning Track) & Microfilming Permanent Records	Tyler Ridella  Tony Stucco  Darrin Baldinelli
<b>Status of Records &amp; Archives &amp; IT Departments in Funding Program</b>	Katy Klettlinger
<b>Adjournment</b>	