



Gregory A. Simmons  
*Commissioner*

Ted S. Mercer  
*Commissioner*

Wade H. Westfall  
*Commissioner*

AGENDA

RECORDS COMMISSION

COMMISSIONERS' HEARING ROOM

WEDNESDAY, SEPTEMBER 27, 2023

10:00 A.M.

- I. Approve Minutes of Previous Meeting (April 19, 2023)
  
- II. Review Certificates of Records Disposal (RC-3)
  - a. Animal Shelter
  - b. Sanitary Engineering
  - c. Board of Elections
  - d. Department of Development (Planning/Zoning)
  
- III. Review Schedules of Records Retention and Disposition (RC-2)
  - a. Commissioners Office
  - b. Miami County Sheriff
  - c. Human Resources Department
  - d. Facilities and Maintenance Department
  
- IV. Open Discussion
  
- V. Webinar Trainings

Ohio History Connection: Local Government Records Program hosts "Just the Basics" and "Electronic Records" training webinars. Cost is \$20.00 each.

2023 Webinar Schedule: "Concepts in Records Management: Electronic Records"  
December 12, 2023 1-2PM / Zoom registration will be open between October 9 -  
December 8