

**AGENDA**  
**RECORDS COMMISSION**  
**COMMISSIONERS' HEARING ROOM**  
**WEDNESDAY, OCTOBER 5, 2022**  
**1:30 P.M.**

- I. Approve Minutes of Previous Meeting (April 6, 2022)
  
- II. Review Certificates of Records Disposal (RC-3)
  - a. Commissioners Office
  - b. Auditor's Office – Real Estate Department (x2)
  - c. Animal Shelter
  
- III. Review Schedules of Records Retention and Disposition (RC-2)
  - a. Commissioners Office
  - b. Auditor's Office – Real Estate Department
  - c. Auditor's Office – Accounting Department
  - d. Auditor's Office – IT Department
  - e. Auditor's Office – Rates and Measures
  - f. Sheriff's Department
  - g. Miami County Transit
  - h. Human Resources Department
  
- IV. Open Discussion