

RECORDS COMMISSION MEETING
TUESDAY, APRIL 19, 2023
10:30 A.M.
(Digitally recorded under: MCRC04-19-2023)

Commissioner Westfall opened the meeting of the Records Commission this date with the following members present:

Wade H. Westfall, Commissioner – Chairman
Toni Mascari for Jessica Lopez – Recorder
Chris Englert for Anthony Kendell – Prosecutor
Angela Hubbard for Matthew Gearhardt – Auditor
Jim Stubbs – Treasurer
Janelle S. Barga – Secretary, Records Commission
Michael Clarey – Interim Commissioners’ Administrator

With the following county employees present:

Robert Craft – Animal Shelter
Brad Petry – Sanitary Engineer
Sara Baker – Transit
Jade Downing – Transit
Lily Stacey – Human Resources Department

The minutes of the previous meeting (October 5, 2022) were presented. Ms. Hubbard moved to approve the minutes and Ms. Baker seconded and the members voted unanimously to approve. Carried.

Certificates of Records Disposal (RC-3) were received from the following departments: Miami County Transit. Ms. Hubbard moved and Mr. Stubbs seconded and the members voted unanimously to approve. Carried.

Schedules of Records Retention and Disposition (RC-2) were received from the following departments: Miami County Auditor, Human Resources Department and Miami County Engineer’s Office. Ms. Baker moved and Ms. Downing seconded and the members voted unanimously to approve. Carried.

Miscellaneous Business/Open Discussion

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: Just the Basics"

August 8, 2023 1-2PM

Zoom registration will be open between June 5 - August 4

"Concepts in Records Management: Electronic Records"

December 12, 2023 1-2PM

Zoom registration will be open between October 9 - December 8

There being no further business to conduct, Mr. Westfall moved and Mr. Hubbard seconded the motion to adjourn at 10:40 a.m. The Commission Members voted unanimously. Carried.

Respectfully submitted:

Janelle S. Barga, Secretary
Miami County Records Commission