



Gregory A. Simmons
Commissioner

Ted S. Mercer
Commissioner

Wade H. Westfall
Commissioner

AGENDA

RECORDS COMMISSION

COMMISSIONERS' HEARING ROOM

WEDNESDAY, APRIL 19, 2023

10:30 A.M.

- I. Approve Minutes of Previous Meeting (October 5, 2022)
- II. Review Certificates of Records Disposal (RC-3)
 - a. Miami County Transit
- III. Review Schedules of Records Retention and Disposition (RC-2)
 - a. Miami County Engineer
 - b. Auditor's Office
 - c. Human Resources 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: 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