

**AGENDA**  
**RECORDS COMMISSION**  
**COMMISSIONERS' HEARING ROOM**  
**TUESDAY, APRIL 30, 2019**  
**10:00 A.M.**

- I. Approve Minutes of Previous Meeting (November 7, 2017)
  
- II. Review Certificates of Records Disposal (RC-3)
  - a. Auditor's Office (Accounting)
  - b. Auditor's Office (Real Estate) x5
  - c. Commissioners Office x2
  - d. Communication Center
  - e. Department of Development
  - f. Job and Family Services
  - g. Prosecutor's Office x2
  - h. Sanitary Engineering x2
  
- III. Approve Schedules of Records Retention and Disposition (RC-2)
  - a. Auditor's Office (Real Estate) x3
  - b. Commissioner's Office
  - c. Commissioners' Office (Human Resources )
  - d. Public Defender
  - e. Sheriff's Office
  
- IV. Open Discussion