



HIGHLAND

COUNTY OHIO

RECORDS COMMISSION AGENDA

LOCATION: Board of Commissioners Meeting Room

DATE: 6 March 2024

TIME: 10:30 a.m.

I. CALL TO ORDER

A special meeting of the Records Commission is called to order.

II. ROLL CALL

- ☐ Terry Britton, President, Board of Commissioners
- ☐ Chad McConnaughey, Recorder
- ☐ Ike Hodson, Clerk of Courts
- ☐ Alex Butler, Auditor
- ☐ Anneka Collins, Prosecutor
- ☐ Julie Wallingford, Records Manager (Secretary)
- ☐ Other:

III. APPROVAL OF MINUTES FROM LAST MEETING

a) Ms. Wallingford will read the minutes from the 13 September 2023 meeting.

b) Movement to approve the minutes from the last meeting. _____
moved, seconded by _____.

IV. OPEN ISSUES

a) Records Center bid/construction updates

V. NEW BUSINESS

a) Updated RC-2: Human Resources, General, Auditor, Commissioners, Planning Commission, Tax Map/GIS, Treasurer, Board of Revision, and Records Center.

Most of these changes are due to uncovering new record types during the inventorying process, but there are also some record types that have been discontinued due to overlap between categories. Endnotes document changes to each retention schedule.

VI. ADJOURNMENT

_____ moved, seconded by _____, to adjourn the meeting
at _____.

Minutes approved by: _____ **on** _____.