



# **HIGHLAND**

## **COUNTY • OHIO**

### **RECORDS COMMISSION AGENDA**

**LOCATION:** Southern State Community College

**DATE:** 18 June 2025

**TIME:** 11:00 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 read the minutes from the 11 March 2024 meeting.
- b) Movement to approve the minutes from the last meeting.

\_\_\_\_\_ moved, seconded by \_\_\_\_\_.

#### **IV. OPEN ISSUES**

- a) Records Center construction update.
- b) Inventory and Shredding status update.
- c) Move/Furnishings Update

#### **V. NEW BUSINESS**

- d) Sewer RC-2
  - Added SEW-013 through -15, Court Records, Monthly Payments, and Requests for Service not Rendered.

- Updated SEW-005 to include Request for duplicate billing, Community Action vouchers, and Application to have Service Fees waived.
  - Improved description of SEW-012 Water & Sewer Tap records.
- e) \_\_\_\_\_ moved to approve, seconded by \_\_\_\_\_.
- f) Auditor RC-2
- Updated Special Assessments to digital records.
  - Added AUD-081 Informal hearings.
  - Added AUD-082 Public Utility Property Tax Preliminary Assessments.
- g) \_\_\_\_\_ moved to approve, seconded by \_\_\_\_\_.
- h) Treasurer RC-2
- Added TRE-030 Special Assessments.
- i) \_\_\_\_\_ moved to approve, seconded by \_\_\_\_\_.
- j) General RC-2
- Added GEN-109 Annual Budget Work Papers.
- k) \_\_\_\_\_ moved to approve, seconded by \_\_\_\_\_.
- l) Treasurer RC-1
- This RC-1 is to destroy Personal Property Tax Receipts from 1999-2009.
  - We are using an RC-1 because these records are not currently created and are not included in the Department's RC-2.
- m) \_\_\_\_\_ moved to approve, seconded by \_\_\_\_\_.

## **VI. ADJOURNMENT**

- a) \_\_\_\_\_ moved, seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_.
- b) Minutes approved by Brad Roades, Records Commission Chair, on 6/18/25:  
\_\_\_\_\_.