



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 McConaughey, 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:

_____.