



HIGHLAND COUNTY • OHIO RECORDS COMMISSION AGENDA

LOCATION: Board of Commissioners Meeting Room

DATE: 11 September 2024

TIME: 10:00 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 bid/construction update.
- b) Inventory and Shredding status update.
- c) Move RFB Update.

V. NEW BUSINESS

- a) Updated RC-2: Auditor, General. All changes are documented in the RC-2's endnotes.
- b) _____ moved to approve, seconded by _____.

VI. ADJOURNMENT

- a) _____ moved, seconded by _____ to adjourn the meeting at _____.
- b) Minutes approved by David Daniels, Records Commission Chair, on 9/11/24: