

RECORDS COMMISSION MEETING
TUESDAY, MARCH 31, 2021
9:00 A.M.

(Digitally recorded under: MCRC 03-31-2021)

Commissioner Simmons opened the meeting of the Records Commission this date with the following members present:

Gregory A. Simmons, Commissioner – Chairman
Matthew Gearhardt – Auditor
Jessica Lopez – Recorder
Janelle S. Barga – Secretary, Records Commission
Chris Johnson – Interim Commissioners Administrator

With the following county employees present:

Angela Hubbard – Auditor
Sarah Baker – Transit

With the following member(s) absent:

Anthony Kendell – Prosecutor
Jan Mottinger – Clerk of Courts

The minutes of the previous meeting (March 17, 2020) were presented. Ms. Lopez moved to approve the minutes and Mr. Gearhardt seconded and the members voted unanimously to approve. Carried.

Certificates of Records Disposal (RC-3) were received from the following departments: Commissioner's Office, Auditor- Accounting (x3), Accounting – Real Estate, Communication Center, Department of Development (x2), Engineer's Office (x2), the Prosecutor's Office and the Recorders' Office. Ms. Lopez moved and Mr. Gearhardt seconded and the members voted unanimously to approve. Carried.

Schedules of Records Retention and Disposition (RC-2) were received from the following departments: Sheriff's Office and Commissioners Office. Mr. Gearhardt moved and Ms. Lopez seconded and the members voted unanimously to approve. Carried.

There being no further business to conduct, Mr. Simmons moved and Mr. Gearhardt seconded the motion to adjourn at 9:26 a.m. The Commission Members voted unanimously. Carried.

Respectfully submitted:

Janelle S. Barga, Secretary
Miami County Records Commission