**PORTAGE COUNTY RECORDS COMMISSION**

February 9, 2023

11:15 AM

**A G E N D A**

1. **CALL TO ORDER**
2. **APPROVAL OF OFFICIAL MINUTES**

A. Motion to approve the Official Meeting minutes from August 11, 2022.

1. **CHAIRMAN FOR 2023**
   * 1. Ohio Revised Code § 149.38 designates a member of the Board of County Commissioners as Chairperson of the Records Commission.

* Motion to appoint \_\_\_\_\_\_ as Chairperson of the Records Commission for a term of one year or until the next organizational meeting of the Board.

1. **APPOINT A SECRETARY FOR 2023**

A. Motion to appoint \_\_\_\_\_\_ as Secretary of the Records Commission for a term of one year or until the next organizational meeting of the Board.

1. **ESTABLISH A RULE FOR NOTICE OF THE RECORDS COMMISSION MEETINGS FOR 2023.**

A. Motion To Establish a Rule for Notice of the Public Meetings of the Portage County Records Commission for 2023 to be held in February and August (dates to be determined) in the Commissioners’ Boardroom (7th Floor), Portage County Administration Building.

1. **APPROVAL OF RC-3 DESTRUCTION SCHEDULES (ONE MOTION)**
   * 1. Motion to approve the RC-3 Certificate of Records Disposal for the following:

* Solid Waste
* Auditor’s Office
* County Engineer
* Recorder’s Office

1. **NEXT MEETING DATE**

The next Records Commission meeting will be scheduled in August in the Commissioners’ Office, 449 South Meridian Street, Ravenna.

1. **ADJOURNMENT**