**PORTAGE COUNTY RECORDS COMMISSION**

Commissioners’ Board Room

449 South Meridian Street

Ravenna, Ohio 44266

(330) 297-3600

**A G E N D A**

**THURSDAY, AUGUST 31, 2023**

**11:15 AM**

1. **CALL TO ORDER**
2. **APPROVAL OF THE FEBRUARY 09, 2023, MEETING MINUTES**
3. **MEMBER CHANGE OF PORTAGE COUNTY RECORDS COMMISSION**
	* 1. Ohio Revised Code § 149.38 designates the County Auditor as a member of the Portage County Records Commission.
4. **APPOINT A SECRETARY FOR 2023**

A. Motion to appoint Kassidy Parbel as Secretary of the Records Commission for a term of six months or until the next organizational meeting of the Board.

1. **APPROVAL OF RC-2 RETENTION SCHEDULE FOR THE FOLLOWING:**
	* 1. Solid Waste Management District
2. **APPROVAL OF THE RC-3 CERTIFICATE OF RECORDS DISPOSAL FOR THE FOLLOWING:**
	* 1. Solid Waste Management District
		2. Internal Services
		3. Public Defenders Office
3. **NEXT MEETING DATE**

The next Records Commission meeting will be scheduled in the month of February in the Commissioners’ Office, 449 South Meridian Street, Ravenna, unless a sooner meeting is deemed necessary by the Commission and the Clerk will notify the news media once a date has been determined.

1. **ADJOURNMENT**