

PORTAGE COUNTY RECORDS COMMISSION

Commissioners' Board Room
449 South Meridian Street
Ravenna, Ohio 44266
(330) 297-3600

A G E N D A

THURSDAY, FEBRUARY 22nd, 2024
11:15 AM

I. CALL TO ORDER

II. APPROVAL OF OFFICIAL MINUTES

A. Motion to approve the Official Meeting Minutes from August 31, 2023.

III. CHAIRMAN FOR 2024

A. 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.

IV. APPOINT A SECRETARY FOR 2024

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.

V. ESTABLISH A RULE FOR NOTICE OF THE RECORDS COMMISSION MEETINGS FOR 2024.

A. Motion To Establish a Rule for Notice of the Public Meetings of the Portage County Records Commission for 2024 to be held in February and August (dates to be determined) in the Commissioners' Boardroom (7th Floor,) Portage County Administration Building

VI. APPROVAL OF RC-2 RETENTION SCHEDULE FOR THE FOLLOWING (ONE MOTION):

- A. Portage County Adult Probation Department
- B. Portage County Building Department and Flood Plain Administration

VII. APPROVAL OF THE RC-3 CERTIFICATE OF RECORDS DISPOSAL FOR THE FOLLOWING (ONE MOTION):

449 South Meridian Street 7th Floor, Portage County Administration Building
449 South Meridian Street, Ravenna, Ohio 44266
(330) 297-3600

www.co.portage.oh.us/record-commission

- A. Portage County Dog Warden Office and Shelter
- B. Portage County Engineer
- C. Internal Services
- D. Solid Waste District
- E. Building Department and Flood Plain Administration
- F. Portage County Board of Commissioners
- G. Portage County Auditor
- H. Portage County Recorder

VIII. NEXT MEETING DATE

The next Records Commission meeting will be scheduled in the month of August 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.

IX. ADJOURNMENT