

## **Records Commission Meeting – October 30, 2018**

The Union County Records Commission meeting was held on October 30, 2018, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Charles Hall. In attendance on behalf of the Records Commission were Teresa Markham, Recorder; Teresa Nickle, Clerk of Courts and Stephen Badenhop, Records Commission Secretary and Records Center and Archives Coordinator. Others present included: Thayne Gray, Assistant Prosecuting Attorney.

The meeting was called to order at 11:00am by Chairman Charles Hall. Teresa Markham moved that the previous minutes from the April 26, 2018, meeting be approved. Teresa Nickle seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Auditor, Board of Elections, Clerk of Courts, Senior Services and Union County Agency Transportation Service (UCATS). Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. Teresa Nickle moved that the schedules be approved. Teresa Markham seconded, and the motion carried.

There being no other discussion Teresa Markham moved to adjourn. Teresa Nickle seconded, and the motion carried.

Stephen W. Badenhop

Records Commission Secretary