

**AGENDA**  
**RECORDS COMMISSION**  
**COMMISSIONERS' HEARING ROOM**  
**TUESDAY, NOVEMBER 7, 2017**  
**10:00 A.M.**

- I. Approve Minutes of Previous Meeting (April 25, 2017)
  
- II. Review Certificates of Records Disposal (RC-3)
  - a. Auditor's Office (Accounting)
  - b. Board of Elections
  - c. Children's Services
  - d. Job and Family Services
  - e. Commissioners Office
  - f. Commissioners Office (Human Resources)
  
- III. Approve Schedules of Records Retention and Disposition (RC-2)
  - a. Sheriff's Office
  - b. Communication Center
  - c. Commissioners Office
  
- IV. Open Discussion