

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: August 31, 2009

TIME: 9:40 AM

COMMISSIONERS PRESENT: Alan Crankovich, Chairman, and Mark McClain, Commissioner

DEPARTMENT: Information Services

DEPARTMENT HEAD: Duke Senter

OTHERS PRESENT: Mandy Robinson, Deputy Clerk of the Board

TOPIC:	Records Management Policy & Procedures
DISCUSSION:	Duke provided documents for review and indicated that at the last Management Team meeting they moved to bring the Records Management Policy & Procedures forward with minor changes. Duke wanted to make sure he had the BoCC's support of an implementation date to be six months in the future and that will be done through a formal agenda adoption process. He explained that he brought this forward today as the Records Management group is a group the Board had formed and he wanted the BoCC to see the progress. He questioned if the Board was interested in the Records Management group creating an implementation procedure that was department specific to be used as a procedure manual.
ACTION:	The Board indicated that they would like the group to continue meeting to accomplish the manual until adoption and thanked Duke for the work with the committee and for the update.