

**AGENDA**  
**LOCAL GOVERNMENT RECORDS COMMISSION**  
**October 28, 2009 — 11:00 A.M.**

- I. **Welcome and Recognition of New Members** - Edwin C. Bridges, Chairman
- II. **Acknowledgment of Notification about Meeting**
- III. **Acknowledgment of Quorum**
- IV. **Approval of Agenda**
- V. **Minutes** of the July 22, 2009 meeting
- VI. **New Business**
  - A. AOC Retention Schedule for Circuit, District, Juvenile, and Municipal Courts
  - B. Future ADAH/AOC Initiatives on Court Records
  - C. Procedural Leaflet: “Guidelines for Taking and Preserving Formal Meeting Minutes”
  - D. Report on Updating RDA for Local Archives and Museums (no disposition changes)
  - E. Implementation Report on RDA for County Boards of Registrars
- VII. **Records Disposition Authorities**
  - A. County Boards of Registrars (minor revision)
  - B. Local Boards of Education (major revision)
- VIII. **Date of Next Meeting**

(Confirm January 27, 2010; set up April 29, 2010)
- IX. **Adjournment**