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*** PUBLIC MEETING NOTICE ***

Butler County Regional Transit Authority Board of Trustees

**The BCRTA Records Commission is scheduled to meet on
Wednesday, June 19, 2024 at 9:30 a.m. This meeting will be held
at 3045 Moser Court, Hamilton, OH 45011.**

In accordance with the American Disabilities Act, if anyone has a disability and requires assistance or, in accordance with the Limited English Proficiency Executive Order, requires translation services, please call

Ms. Sarah Schwartz at 513.785.4345 or 800.750.0750 (Ohio Relay Service).

BUTLER COUNTY REGIONAL TRANSIT AUTHORITY BOARD OF TRUSTEES
RECORDS COMMISSION
June 19, 2024 9:30 AM
Butler County RTA Board Room
3045 Moser Court, Hamilton, OH 45011

MEMBERS per BCRTA R#21-09-02:

Chris Lawson, Chair

Delene Weidner, Fiscal Representative

Meagan Varney, Compliance & Procurement Specialist

Brian Zets, BCRTA Legal Counsel

PRELIMINARY AGENDA

- I. Call to Order & Roll
- II. Approval of the Agenda
- III. Approval of Meeting Minutes
- IV. Discussion – Records Retention Schedule Process and Adoption
- V. Action Items
 - a. Annual review of the BCRTA Records Retention Schedule as Presented and Authorize the Chair to Execute and Submit form RC-2 to the Ohio History Connection. *(Motion Requested)*
- VI. Adjourn *(Motion Requested)*

Mr. Lawson inquired about the last time the BCRTA Records Commission met. Mr. Dutkevicz stated that this was the first meeting of the Records Commission, as the previous legal counsel felt that the entire Board of Trustees served as a Records Retention Commission. In this role, the last Retention Schedule that was approved by The BCRTA Board of Trustees was in 2015. reviewed the retention schedule. Ms. Weidner stated that she reviewed the schedule, made all items listed correct, posted it, and ensured compliance. However, she was unaware the schedule needed to be filed. Ms. Varney added that the retention schedules are sent to the Historical Connection, which then is sent to the State Auditor. Once approved by these two government bodies, the schedule can be presented and approved by the BCRTA Board of Trustees. Mr. Schnieder added that the point of notifying the Historical Connection of schedule to so they can determine if any or all of the documents may have historical value, and instead of destroying, they may want possession of the items.

V. Action Items: Adopt BCRTA Records Retention Schedule as Presented and Authorize the Chair to Execute and Submit Form RC-2 to the Ohio History Connection.

Ms. Weidner moved to adopt BCRTA Records Retention Schedule as presented and authorized the Chair to execute and submit Form RC-2 to the Ohio History Connection. President Lawson seconded.

Upon a call of the roll, the vote resulted as follows:

President Lawson	Yes
Ms. Weidner	Yes
Ms. Varney	Yes

The Retention Schedule was adopted.

VI. Adjourn

President Lawson moved to adjourn; Ms. Weidner seconded. The motion carried. The meeting was adjourned at 10:46 AM.

Respectfully submitted,



Matthew M. Dutkevicz, Executive Director



Chris Lawson, Board President









1- BCRTA Rec Comm Packet 6-19-2024

Final Audit Report

2024-07-02

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