

Shelby County Public Records Commission Agenda
980A Nixon Dr.
Memphis, TN 38134

December 6, 2:30 PM

Agenda

Members:

Shelby County Historian Jimmy Ogle
Shelby County Register Shelandra Ford
Shelby County Clerk Wanda Halbert
Shelby County Commissioner Van Turner
Circuit Court Judge Gina C. Higgins
Shelby County Genealogist Kathryn Graehl

Roll Call

Approval of May 24, 2018 Minutes

Election of New Officers to the Commission

Microfilmed Records, Scanned/Digital Records, Paper Records

- 2018-017 Shelby County Trustee – Elected Official Letters Working Papers with balances and interest. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)

- 2018-018 Shelby County Trustee – Assessment Changes as Working Papers for Property Valuation. Stored on the On-Base computer system. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)

- 2018-019 Shelby County Trustee – Investment Daily Reports as Working Papers, showing Cash-flow Activities. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)

- 2018-020 Shelby County Trustee – Wheel Tax Application as Working Papers, with verification documents. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)

- 2018-021 Shelby County Trustee – Tax Relied Applications / Vouchers as Working Papers with verification documents. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)

- 2018-022 Shelby County Trustee – Modify Receivable Forms as Working Papers with Tax Debits and Credits. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)
- 2018-023 Shelby County Trustee – Journal Entries as Working Papers for Excess Bank Balances. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)
- 2018-024 Shelby County Trustee – Refund Checks as Working Papers with documents. Scanned images stored in OnBase; original paper stored offsite. (Original and Duplicate – Working)
- 2018-025 Shelby County Trustee – Bank Deposits Files Electronic Files, Original Temporary, 5 year record located on Network Server. (Original Temporary Electronic)
- 2018-026 Health Department Pollution Control – Records created in the Performance of enforcing pollution control. Stack test older than 2 years, Relative Accuracy test audits (RATA) older than 2 years old, Semi-annual monitoring reports and annual certifications reports older than 5 years old, Duplicate and draft applications for air permits and non-regulatory working papers (Original and Duplicate – Working)

Old Business

[None]

New Business

[None]