

Lynn Morris, Presiding Commissioner
Brad Jackson, Eastern Commissioner
Johnny Williams, Western Commissioner

Commissioners,

We are presenting the below lists of personal records for destruction and would like to have recorded within the agenda minutes. The employee files below have now been scanned and are uploaded into our records management system, IAPro.

Paperwork that can be found in an employee folder:

- Application
- Employee Evaluation's
- Field Training Officer FTO packets
- New Hire Paperwork
- Time Off Request
- Termination Letter & Resignation Notice
- Reports of the employees
- Training records
- Reprimand Letters
- Policy & Procedure's

[illegible]

[illegible]

cc: Amber Bryant, Human Resources Director