

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: CJO | TODAY'S DATE: 8/29/22

DEPARTMENT: CJO

SIGNATURE OF DEPARTMENT HEAD: _____

REQUESTED AGENDA DATE: 9/12/22

SPECIFIC AGENDA WORDING:

Consideration for the Johnson County Museum to Require all Files/Items Removed from the Museum be Recorded and Signed for with a Maximum Five Day Limit Per Item.

COMMISSIONERS COURT

SEP 12 2022

No Action

PERSON(S) TO PRESENT ITEM:

Judge Harmon

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 2 minutes
(Anticipated number of minutes needed to discuss item)

ACTION ITEM: ✓

WORKSHOP:

CONSENT:

EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:

IT DEPARTMENT:

AUDITOR:

PURCHASING DEPARTMENT:

PERSONNEL:

PUBLIC WORKS:

BUDGET COORDINATOR:

OTHER:

This Section to be completed by County Judge's Office

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE:

COURT MEMBER APPROVAL:

DATE:

Files/Items removed from the museum must be signed for and returned within 5 days
 Approved in Commissioners Court 9-12-22

Johnson County Museum

File Sign-Out Sheet

5 Day Maximum

Name:		Signature:		
Name Of File	Date Out	Admin Initials	Date Returned	Admin-Initials

5 Day Maximum

Name:		Signature:		
Name Of File	Date Out	Admin Initials	Date Returned	Admin-Initials

5 Day Maximum

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Name Of File	Date Out	Admin Initials	Date Returned	Admin-Initials

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