

THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS COMMISSION MET IN REGULAR SESSION ON JUNE 9, 2025, WITH THE FOLLOWING MEMBERS PRESENT:

NAME	POSITION
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
MARSHA COLLIER	RECORDER - PROXY
JENNIFER HARTLEY	AUDITOR – PROXY
PENNY FRYMAN	CLERK OF COURTS - PROXY
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

OTHERS IN ATTENDANCE

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
ANGIE LIVESAY	BOARD OF COUNTY COMMISSIONERS
EMILY AKERS	OFFICE OF MANAGEMENT AND BUDGET
CHRIS HICKS	THE WATCHDOG WIRE

THE MEETING WAS CALLED TO ORDER AT 9AM BY THE CHAIRPERSON.

1. IN RE: MINUTES OF REGULAR SESSION

Moved by Jennifer Hartley, seconded by Marsha Collier, that the Clermont County Records Commission approve the following recommendation:

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 12/10/2024.

Upon the stated motion, the vote was all in favor.

2. IN RE: INFORMATION SYSTEMS DEPARTMENT... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Claire Corcoran, seconded by Jennifer Hartley, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Chris Davis, Director, Information Systems Department, to approve the following modifications and renumbering of ISD’s Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/09/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1301-01 Access Control Data	Add	Retention of “90 days”
1301-02 Annual Budget	Modify	Update retention to “See General Schedule”

1301-03 Bids – Unsuccessful	Modify	Update retention to “See General Schedule”
1301-04 Computer Usage/Audit Trail Files	Modify	Combined two series together. Retention of “Automatically overwritten every 2 weeks”
1301-05 Contracts	Modify	Update retention from “8 years after completion” to “6 years after completion”
1301-06 Data Documentation/Data Dictionary Records	Modify	Update retention from “3 years after discontinuance of system” to “15 months after discontinuance of system”
1301-09 Expense Records	Modify	Update retention to “See General Schedule”
1301-10 Help Desk Logs and Reports	Modify	Update description to remove “Telephone logs” and update retention from “5 years” to “3 years”
1301-12 Microsoft Teams Chat	Add	Retention of “120 days default retention (some departments may have shorter retentions – see departmental schedules)”
1301-14 RED BOOK – Operational Plans and Procedures	Modify	Combined previous categories “Data Recovery Plans, Data Processing Procedures/Policies, Data System Specifications, Data Processing Service Plans, Technical Program Documentation” Retention of “Until superseded or obsolete”
1301-15 Subscriptions and Service Plans	Add	Retention of “Until superseded or obsolete”
1301-17 Video Surveillance Files – ISD managed system, does not include Courts	Add	Retention of “12 calendar days—if court action or other incident, offload and maintain until all actions are complete”
1301-18 Charge Back Invoices (former TTD record)	Add	Retention of “2 years”
1301-19 Call Usage and Detail Records (former TTD record)	Add	Retention of “90 days”
1301-20 PBX Backup Files (former TTD record)	Add	Retention of “Daily backup – 1 day, Monthly backup – 30 days”
Annual Reports/Unit Plans of Work	Remove	Record is no longer created
Operating System and Hardware Conversion Plans	Remove	Record is no longer created
Payroll Worksheets	Remove	Use General Schedule
Personnel Files	Remove	Records are maintained by HR
Text Database Files	Remove	Records is no longer created
Uniform Records	Remove	Use General Schedule

Mr. Hicks asked about the retention for Video Surveillance, stating that a reduction in the retention period was not, in his opinion, long enough. Mrs. Snyder explained the retention was not being reduced; the record series was being added to the ISD retention schedule because the responsibility for the record was transferred to ISD from another department. She mentioned that the county is in the midst of an upgrade to its video surveillance systems, and once the upgrade is complete, the

county is considering a 15-day retention. Mr. Hicks felt that retention would not be long enough.

Upon the stated motion, the vote was all in favor.

3. IN RE: BOARD OF COUNTY COMMISSIONERS... MODIFICATIONS TO GENERAL SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Claire Corcoran, seconded by Jennifer Hartley, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Thomas Eigel, County Administrator to approve the following modifications to the General Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/02/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-01 Audit Trail Files	Modify	Update retention from "28 days" to "Automatically overwritten every 2 weeks"
G1017-17A Deleted Emails	Modify	Update description to remove "Email Exchange Dumpster" and to specify "ISD does not perform a backup of emails deleted from user's Deleted Items folder"
G1017-50 Audit Reports	Add	Retention of "3 years"

Mr. Hicks asked for clarification regarding deleted emails. Mrs. Snyder explained that ISD does not do a backup of emails deleted from a user's deleted email folder, but that emails could still exist in an active backup that took place before emails were deleted. Mr. Hicks questioned allowing users to delete emails without backups. Mrs. Snyder explained that once any record meets its retention, it can be destroyed.

Upon the stated motion, the vote was as all in favor.

4. IN RE: DOG WARDEN/ANIMAL SHELTER... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Claire Corcoran, seconded by Marsha Collier, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Kiarah Swartz, Administrator, Clermont County Animal Shelter, to approve the following modifications to and renumbering of the Dog Warden/Animal Shelter Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/30/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
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9989-01 Adoption Applications	Add	Retention of "Permanent (Shelterluv database)"
9989-02 Case Files – Shelterluv Database	Add	Retention of "Permanent (Shelterluv database)"
9989-05 Dangerous/Vicious Designation	Add	Retention of "15 years"
9989-08 Volunteer Records	Add	Retention of "3 years after service"
Intake Records	Remove	Record included in new series, 9989-02 Case Files
Redemption Forms	Remove	Record included in new series, 9989-02 Case Files
Animal Cruelty/Neglect	Remove	Record included in new series, 9989-02 Case Files

Upon the stated motion, the vote was as all in favor.

5. IN RE: HUMAN RESOURCES... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jennifer Hartley, seconded by Jason Fountain, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Thomas Eigel, County Administrator, to approve the following modifications to the Human Resources Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 5/29/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1011-011 Contracts (Insurance)	Modify	Update retention from "8 years after completion" to "6 years after completion"
1011-022 Tuition Reimbursement Contracts	Modify	Update retention from "8 years after completion" to "6 years after completion"
1011-044 Annual Physical Voucher	Remove	Record no longer created.

Upon the stated motion, the vote was all in favor.

6. IN RE: COUNTY PROSECUTOR... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jennifer Hartley, seconded by Jason Fountain, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Mark Tekulve, Prosecutor, to approve the following modification to the Prosecutor's Records Retention Schedule (RC-2) and authorize the execution of the Records

Retention Schedule dated 05/28/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1040-32 Statistical Reports	Modify	Update retention from "Permanent" to "Until no longer of administrative value"

Mr. Hicks questioned the reduction in the retention period for statistical reports, asking who decides when the record is no longer of administrative value. Mrs. Snyder stated that the record holder for that office makes the determination. Mr. Hicks expressed dissatisfaction with the reduction in retention.

Upon the stated motion, the vote was all in favor.

7. IN RE: PARK DISTRICT... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jennifer Hartley, seconded by Marsha Collier, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Josh Torbeck, Director, Park District, to approve the following modification to the Park District's Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/08/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9700-42 Naturalist Reports	Modify	Update description to include "Community Engagement Records"

Upon the stated motion, the vote was all in favor.

8. IN RE: FACILITIES MANAGEMENT... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jason Fountain, seconded by Claire Corcoran, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Chris Turner, Assistant Director, Facilities Management, to approve the following modifications and renumbering of the Facilities Management Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/12/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1013-01 Access Control Data	Remove	Records now managed by ISD
1013-02 Bids-Unsuccessful	Remove	Use General Schedule

1013-04 Budget Preparation Records	Remove	Use General Schedule
1013-05 Contracts	Modify	Update retention from "8 years after completion" to "6 years after completion"
1013-07 Injury Reports	Remove	Records not maintained by FM
1013-09 Leases	Remove	Record is part of the "Contracts" series

Mrs. Corcoran asked who maintains the Injury Reports, and Mrs. Akers said they are maintained by HR as part of Worker's Compensation, and Safety.

Upon the stated motion, the vote was all in favor.

9. IN RE: COUNTY SHERIFF... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jennifer Hartley, seconded by Penny Fryman, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Christopher Stratton, Sheriff, to approve the following modifications to the Sheriff's Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/30/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-016 Criminal Case Jackets	Remove	Record is a duplicate
05-023B Fingerprint Records	Modify	Update retention from "Maintained as part of Criminal Case Jackets" to "Permanent"
05-064 Sex Offender Records	Modify	Update paper retention from "Maintained as part of Criminal Case Jackets" to "Permanent"
05-065 Arson Registration Records	Modify	Update paper retention from "Maintained as part of Criminal Case Jackets" to "Permanent"
05-066 Violent Offender Records	Add	Retention of "Permanent, electronic records maintained in statewide Offender Watch"
05-072 Body Camera Recordings	Modify	Update retention to "Refer to attached retention breakdown"
05-066 Narcotics – GI Files	Remove	Record now included with new series 05N-001
05-067 Narcotics – Jackets	Remove	Record now included with new series 05N-001
05N-001 Narcotics Files	Add	Retention of "60 years"
05N-002 Cellebrite Downloads	Add	Retention of "10 years"
05N-003 Impress Fund Records	Add	Retention of "3 years"
05N-004 Monthly Agent Statistics	Add	Retention of "5 years"

Upon the stated motion, the vote was all in favor.

10. IN RE: CLERMONT COUNTY CLERK OF COURTS... NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jennifer Hartley, seconded by Claire Corcoran, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Allen Freeman, Clerk of Courts, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/02/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

Upon the stated motion, the vote was all in favor.

IN RE: OTHER BUSINESS

Michelle Snyder mentioned several items at the State legislature that affect public records.

HB 96 – Passed by House (Part of FY 2026-27 Budget)

Additions to records exempt from public records requests. The most notable being “Personal notes of a public official or a public employee...., which were created for reference and convenience, and are used, maintained, and accessible only to the individual creating the record or causing the record to be created.”

HB 315 – Effective 4/3/25

Allows law enforcement agencies to charge for video public records. The cost would cover the labor to review, blur, redact, and upload the video. Once the fee is paid in full, the agency’s obligation to produce the video for inspection begins. The maximum fee is \$75 per hour of video, with a total cap of \$750.

ADDITIONAL PUBLIC COMMENT

Mr. Hicks stated he noticed several reductions in retention and that the Sheriff’s schedule did not contain any reductions. He stated his preference for government offices keeping all records as long as possible in the event that the public wants to review records at some point in the future.

IN RE: ADJOURNMENT

Moved by Jennifer Hartley, seconded by Marsha Collier, that the Clermont County Records Commission approve the following recommendation:

Recommendation to adjourn the Clermont County Records Commission meeting at 9:27 AM.

Upon the stated motion, the vote was all in favor.

CLERMONT COUNTY RECORDS COMMISSION



CLAIRE CORCORAN, CHAIRPERSON

Respectfully Submitted,



MICHELLE SNYDER, SECRETARY OF THE COMMISSION

12-3-25
DATE APPROVED