

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS COMMISSION MET IN REGULAR SESSION ON JUNE 4, 2024 WITH THE FOLLOWING MEMBERS PRESENT:**

<u>NAME</u>	<u>POSITION</u>
BONNIE BATCHLER	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
DEBORAH CLEPPER	RECORDER
JENNIFER HARTLEY	AUDITOR - PROXY
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

**OTHERS IN ATTENDANCE**

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
JENNIFER HALEY	BOARD OF COUNTY COMMISSIONERS
EMILY AKERS	OFFICE OF MANAGEMENT AND BUDGET

**THE MEETING WAS CALLED TO ORDER AT 9:00 AM BY THE CHAIRPERSON.**

**A. CALL TO ORDER**

**1. IN RE: MINUTES OF REGULAR SESSION**

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 12/4/2023.

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

**2. IN RE: BUILDING INSPECTION DEPARTMENT... MODIFICATIONS TO GENERAL SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Bruce Crase, Chief Building Officer, Building Inspection Department, to approve the following modifications to the General Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 5/21/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4012-01 Activity Reports –	Modify	Update description from “Weekly” to

Monthly		“Monthly” and retention from “Rolling four weeks, updated weekly” to “1 year”
4012-04 Bids – Successful	Modify	Update retention to “See General Schedule”
4012-05 Bids - Unsuccessful	Modify	Update retention to “See General Schedule”
4012-06 Budget – Annual Appropriations	Modify	Update retention to “See General Schedule”
4012-08 Building Permit Master File	Modify	Update to specify record location: Application, Permit, Certificate of Completion and Certificate of Occupancy – (EnerGov System) Site Plan, Zoning Permit, Correspondence, Prosecutor opinions, Adjudication orders – (ShareFile)
4012-12 Contracts and Agreements	Modify	Update retention to “See General Schedule”
4012-14 Grant Applications - Unsuccessful	Remove	Use General Schedule
4012-15 Grant Applications - Successful	Remove	Use General Schedule
4012-20 State/Federal Reports	Modify	Update description to “Includes monthly US Census Reports and State 1% and 3% Reports” and update retention from “Permanent” to “5 years”

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

**3. IN RE: BOARD OF COUNTY COMMISSIONERS... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of David Painter, County Commissioner, to approve the following modifications to the Board of County Commissioners’ Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/14/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-68 Contracts	Modify	Update retention to specify: Contracts requiring approval at BCC Session: Maintained permanently as part of Journal/Minutes 1010-35. Original returned to department.  Contracts not requiring approval at BCC Session: Returned to originating department

		and maintained per departmental or General Retention Schedule
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Upon the stated motion, the vote was all in favor.

**4. IN RE: BOARD OF ELECTIONS... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Stephanie Haight, Director, Board of Elections, to approve the following modifications to the Board of Election’s Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/31/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1070-06 All Ballots: Both Used and Unused	Modify	Update retention for non-federal election ballots from “60 days” to “81 days”
1070-121 Political Party Change Reports	Add	Retention of “3 years”. New record series per Ohio Secretary of State
1070-122 Notices to Voter Registration Records Pending Cancellation	Add	Retention of “5 years”. New record series per Ohio Secretary of State

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

**5. IN RE: CLERMONT COUNTY LAW LIBRARY... NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Kim Crowthers, Director, Law Library, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 5/30/2024 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**

HB 265 – Exempt certain public service worker’s forms from disclosure  
 Passed by House. This Bill exempts work schedules of certain public service workers from disclosure and the redaction requests made to a public office. These records may be obtained by

a journalist. Work schedules will become public three years after the date of creation. The Bill allows qualifying FORMER workers to request their addresses be redacted on the internet, including removal from the general tax list and duplicate, and instead insert the individual's initials.

COVID-Related Public Records Lawsuit – Issue of whether Names/Addresses and potentially other information of the deceased are public record when part of an existing database of records. This specific case was regarding death record information in database format. The Supreme Court ruled that the information is not public unless personal identifiers are removed. This decision was based on the consensus that cause of death is protected health information.

Additional discussion, led by Michelle Snyder, included a current scanning project by Ancestry.com of historical Clermont County Probate records, and the need to create retention schedules for the Common Pleas Adult Probation department and the Municipal Court Probation department.

**IN RE:        ADJOURNMENT**

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

Recommendation to adjourn the Clermont County Records Commission meeting at 9:25 AM.

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

**CLERMONT COUNTY RECORDS COMMISSION**

  
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**BONNIE BATCHLER, CHAIRPERSON**

**Respectfully Submitted,**

  
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**MICHELLE SNYDER, SECRETARY OF THE COMMISSION**

12-16-24  
**DATE APPROVED**