

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS COMMISSION MET IN REGULAR SESSION ON DECEMBER 10, 2024, WITH THE FOLLOWING MEMBERS PRESENT:**

| <u>NAME</u>      | <u>POSITION</u>              |
|------------------|------------------------------|
| 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     |
| EMILY AKERS    | OFFICE OF MANAGEMENT AND BUDGET |
| JAMIE TANNER   | OFFICE OF MANAGEMENT AND BUDGET |
| JENNIFER HALEY | BOARD OF COUNTY COMMISSIONERS   |
| RALPH LINNE    | BOARD OF COUNTY COMMISSIONERS   |
| MARSHA COLLIER | RECORDER                        |

**THE MEETING WAS CALLED TO ORDER AT 9 AM BY THE SECRETARY.**

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

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 06/04/2024.

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

**2. IN RE: PUBLIC DEFENDER... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Stephen Haynes, Director, Public Defender, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 08/29/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

| SCHEDULE No.         | CHANGE | DESCRIPTION                        |
|----------------------|--------|------------------------------------|
| 2170-03 Case Logbook | Modify | Update description from "Case Load |

|                              |        |   |
|------------------------------|--------|---|
|                              |        | Record” to “Case Logbook” and retention from “20 years” to “2 years”                                    |
| 2170-04 Contracts/Agreements | Modify | Update retention from “8 years after completion” to “6 years after completion”                          |
| 2170-08 Felony Card Index    | Remove | Series is obsolete.   |
| 2170-09 OPD Index Database   | Modify | Update description to add “OPD” and update retention from “20 years” to “Retention controlled by State” |
| 2170-12 Leases               | Remove | Obsolete  |
| 2170-15 Not Eligible Forms   | Modify | Update retention from “2 years” to “1 year after ineligibility established”                             |
| 2170-16 Pay-Ins              | Remove | Use General Schedule  |
| 2170-17 Personnel Files      | Modify | Update retention from “60 years after termination” to “10 years after termination”                      |
| 2170-19 Statistical Reports  | Modify | Update retention from “Permanent” to “5 years”  |

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

**3. IN RE: PUBLIC DEFENDER... APPROVAL OF ONE-TIME DISPOSAL OF OBSOLETE RECORDS**

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

Recommendation of Stephen Haynes, Director, Public Defender, to approve the One-Time Disposal of Obsolete Records (RC-1) and authorize the execution of the One-Time Disposal of Obsolete Records dated 08/29/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

| SCHEDULE No.                         | CHANGE      | DESCRIPTION   |
|--------------------------------------|-------------|---|
| Previously 2170-08 Felony Card Index | Destruction | Approval to destroy obsolete Felony Index Cards from 1975 -1986 |

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

**4. IN RE: RECORDER... 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 Deborah Clepper, County Recorder, 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 11/01/2024 pursuant to and in compliance with

Section 149.38 of the Ohio Revised Code.

| SCHEDULE No.   | CHANGE | DESCRIPTION  |
|--|--------|--|
| 1080-09 Cash Book  | Remove | Obsolete. Included with 1080-65 Financial Register and Pay-Ins   |
| 1080-10 Cash or Daily Pay-In Receipt                         | Remove | Included with 1080-65 Financial Register and Pay-Ins.  |
| 1080-24 Financing Statements                                 | Remove | Obsolete   |
| 1080-54 Financing Statements – Index Cards                   | Remove | Obsolete   |
| 1080-56 Financing Statement Index – to 01/01/1993            | Remove | Obsolete   |
| 1080-63 Terminated Personnel Files                           | Modify | Update retention from “60 years after termination” to “10 years after termination”   |
| 1080-65 Financial Register and Pay-Ins                       | Modify | Update the description from “Fee Summaries” to “Financial Register and Pay-Ins” and retention from “10 years” to “3 years” |
| 1080-67 Appropriation Ledger                                 | Remove | Obsolete as a stand-alone record. Annual appropriation recorded in BCC Journal   |
| 1080-68 Correspondence                                       | Remove | Use General Schedule   |
| 1080-69 Email  | Remove | Use General Schedule   |
| 1080-71 DD214 Request Forms for Copies                       | Modify | Update retention from “10 years” to “2 years”  |
| 1080-75 Recorded Documents Not Picked up or Returned in Mail | Modify | Update retention from “10 years” to “2 years”  |
| 1080-77 Contracts  | Modify | Update retention from “8 years after completion” to “6 years after completion”   |
| 1080-78 Veteran ID Cards and Supporting Documents            | Add    | Continually updated as cards are renewed.  |
| 1080-79 Redaction Requests                                   | Add    | Retention of “1 year”  |
| Permanent records that include a microfilm copy.             | Modify | Update the ending date of media type “Film”, from “To Present” to “11/05/2021”   |

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

**5. IN RE: SHERIFF... 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 Robert S Leahy, Sheriff, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 10/25/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

| SCHEDULE No.            | CHANGE | DESCRIPTION  |
|-------------------------|--------|--|
| 05-021 Expungement File | Modify | Update to specify both Adult and Juvenile expungement orders are destroyed at time of order. |

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

**6. IN RE: EMERGENCY MANAGEMENT AGENCY... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Pam Haverkos, Director, Emergency Management Agency, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/20/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

| SCHEDULE No.  | CHANGE | DESCRIPTION  |
|---|--------|--|
| 4011-04 Contracts   | Modify | Update retention from "8 years after completion" to "6 years after completion" |
| 4011-15 Volunteer Personnel Files – Release of liability, background checks, certificates, etc. | Add    | Retention of "6 years after volunteer departs service"                         |
| 4011-16 Volunteer Service Files – Time sheets, work logs, etc.                                  | Add    | Retention of "3 years. If tied to a grant, maintain with Grant Record."        |

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

**7. IN RE: PROSECUTOR... MODIFICATIONS 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 Mark Tekulve, Prosecutor, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/20/2024 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

| SCHEDULE No.   | CHANGE | DESCRIPTION  |
|--|--------|--|
| 1040-20 Juvenile Misdemeanors, Traffic and Felony Case Files Contracts | Modify | Update retention from "Until child reaches age 23" to "15 years" |

|  |     |   |
|--|-----|---|
| 1040-40 Grand Jury Records - Records pertaining to Grand Jury proceedings, transcripts, subpoena requests, subpoenas, records received in response to subpoenas, result sheets, audio recordings, schedules, arraignments, extradition files, non-case specific documents requests, documents related to the selection of petit jurors for court proceedings in which the county is a party to the suit or criminal cases prosecuted for the county. | Add | Retention of "1 year after indictment"  |
| 1040-41 Grand Jury Records for Cases Not Presented or Where No Indictment is Returned  | Add | Retention of:<br>A: Murder & Aggravated Murder -- Permanent<br><br>B: Felony Charges Specified in R.C. 2901.13 -- 30 years after matter opened<br><br>C: All Other Felony Charges -- 6 years after matter opened  |
| 1040-42 Criminal Case Files Not Indicted or Otherwise Prosecuted   | Add | Retention of:<br>A: Murder & Aggravated Murder -- Permanent<br><br>B: Felony Charges Specified in R.C. 2901.13 -- 30 years after matter opened<br><br>C: All Other Felony Charges -- 6 years after matter opened<br><br>D: Misdemeanor Charges -- 2 years after matter opened |
| 1040-43 Activity Reports - Records of detailed financial, statistical, and/or other operational data not otherwise listed in this Retention Schedule. Reports compiled with activity information from other departments or divisions.  | Add | Retention of "2 years"  |
| 1040-44 Records Provided to the Prosecutor's Office Per Statute  | Add | Retention of "Until no longer of administrative value"  |

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

**IN RE: OTHER BUSINESS**

Michelle Snyder, Secretary for the Records Commission, discussed the following current events and topics related to records management.

HB 345 – Introduced: Enacts the Ohio Personal Privacy Act.

Comprehensive state privacy laws first appeared in states like California and New York. Now

approximately 20 states have such laws. These laws govern what information is collected, how it is collected, how it is used, how it is to be secured, and the million-dollar term: consent. The requirements can be tedious. State and local government are exempt from the bill's requirements but should certainly use them as a guide for managing the public's information.

Public Records in the news –

- City of Columbus under scrutiny for maintaining public's drivers license scans "until obsolete". A cyberattack put all that data at risk, dating back to 2006.
- Per Supreme Court of Ohio ruling, Columbiana County Sheriff's office must provide requested public records in the possession of a private company contracted to operate the jail.
- Public Records request increases for bodycam footage and offense reports.

**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 9:26 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

6/9/2025  
**DATE APPROVED**