

THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS COMMISSION MET IN REGULAR SESSION ON DECEMBER 3, 2025, WITH THE FOLLOWING MEMBERS PRESENT:

NAME	POSITION
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
MARSHA COLLIER	RECORDER - PROXY
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

OTHERS IN ATTENDANCE	DEPARTMENT/OFFICE
TRACY FISCHER	RECORDS MANAGEMENT DIVISION
ANGIE LIVESAY	BOARD OF COUNTY COMMISSIONERS
JAMIE TANNER	OFFICE OF MANAGEMENT AND BUDGET

THE MEETING WAS CALLED TO ORDER AT 9:04 AM BY THE CHAIRPERSON.

PUBLIC PARTICIPATION: No citizens requested to address the Commission.

1. IN RE: MINUTES OF REGULAR SESSION

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 06/09/2025.

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

2. IN RE: INFORMATION SYSTEMS DEPARTMENT... MODIFICATION 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 Chris Davis, Director, Information Systems Department, to approve the following modification to ISD's Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/17/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1301-17 Video Surveillance Files – ISD managed system, does not include Courts	Modify	Update retention from “12 Calendar Days...” to “15 Calendar Days – If Court action or other incident, offload and maintain until all actions are complete”

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

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

Moved by Marsha Collier, seconded by Claire Corcoran, 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 11/26/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-021 Expungement File	Modify	Update retention for Adult expungements from “1 year after order” to “Destroy at time of order”
05-050 Sheriff’s Furtherance of Justice Fund Records	Modify	Update retention from “72 months” to “48 months”
05N-002 Celebrite Downloads	Modify	Update retention from “10 years” to “Prior to November 2025: 10 years, November 2025 to current: Maintained by Safe Unit per 05S-002”
05S-001 Safe Unit Database Log – Database includes report number, device owner name, originating agency, etc. May include intake form, search warrants, analyst reports and other related records.	Add	Retention of: “Felony and Domestic Violence: 25 years Misdemeanors: 15 years”
05S-002 Electronic Evidence – Safe unit provides digital forensic services on devices and returns the device and resulting records to the submitting agency. Records may include images, videos, extract files, etc., and resulting forensic copies of the evidence.	Add	Retention of: “Outside Agencies: 90 days, or until no longer of administrative value, whichever is longer” CCSO Cases: Felony and Domestic Violence: 25 years Misdemeanors: 15 years”

Ms. Snyder discussed the newly formed Safe Unit, a collaboration of the Sheriff, Prosecutor, and Coroner offices, which will provide digital forensic services to local Law Enforcement agencies. This new program prompted the additional record series.

Mr. Fountain recommended adding a specific starting date for the new retention of series 05N-002. Ms. Snyder will attain that starting date and update the Schedule.

Upon the stated motion, with the understanding that series 05N-002 will be updated as described above, the vote was all in favor.

4. IN RE: GENERAL SCHEDULE... MODIFICATIONS TO GENERAL 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 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 11/20/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-28 Video Surveillance Files	Modify	Update retention from "12 Calendar Days..." to "15 Calendar Days – If Court action or other incident, offload and maintain until all actions are complete"
G1017-51 Publications – Agency created publications to inform or educate the public	Add	Retention of "Until Superseded or obsolete"

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

5. IN RE: COUNTY PROSECUTOR... 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 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 11/19/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1040-12 Criminal Case Files	Modify	Update record title to “Common Pleas Criminal Case Files”
1040-17 Furtherance of Justice Fund Records	Modify	Update retention from “3 years after Fiscal Year” to “4 years”
1040-21 Juvenile Permanent Custody Hearings Case Files	Modify	Update description to include “Dependency/Neglect Case Files” and update retention from “Until no longer of administrative value or until case is closed” to “Cases originating 1/1/2026 or later will be maintained 15 years. Cases opened prior to 1/1/2026 maintained until no longer of administrative value or until case closed.”
1040-22 Juvenile Dependency/Neglect Case Files	Remove	Combine with 1040-21 series
1040-28 Personnel Disciplinary Actions	Modify	Update retention description from “Documented Minor Infraction” to “Documented Verbal and Written Warnings” with retention unchanged at “2 years”, and “Signed Disciplinary Actions” to “Documentation of Probation or Suspension” with retention unchanged at “5 years”.
1040-39 Law Enforcement Trust Fund	Modify	Update description to include “Canceled checks, check registers, paid invoices, receipts and expenditure records”

Ms. Snyder explained the new process for opening Matters in the Prosecutor’s software for Juvenile cases, which prompted the new retention for those cases.

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

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

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

Recommendation of Michelle Snyder, Secretary, Records Commission, to approve the following modifications and renumbering of the Records Commission Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/17/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
01-03 Contracts – Microfilm Service Bureaus	Remove	Use General Schedule
01-04 Meeting Notes	Remove	Use General Schedule
01-07 Tape Recordings of Minutes	Remove	Use General Schedule

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

7. IN RE: COUNTY ENGINEER... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Jeremy Evans, Engineer, to approve the following modifications of the Records Commission Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/24/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
3091-50 Personnel Files	Remove	Use General Schedule
3091-84 Traffic Impact Studies	Add	Retention of “5 years”

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

8. IN RE: WATER RECOURCES CUSTOMER SERVICE... 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 Kara Philpot, Supervisor, Water Resources Customer Service, to approve the following modifications and renumbering of the Records Commission Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 9/11/2025 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8524-03 Billing Adjustments	Modify	Update retention from “Until end of fiscal year audit” to “2 years”
8524-04 Billing Summaries	Modify	Update retention from “Until end of fiscal year audit” to “2 years”

SCHEDULE No.	CHANGE	DESCRIPTION
8524-07 Customer Database	Modify	Update description to include “includes name, billing information, service address, account transactions, daily summaries, and daily receipts
8524-08 General Application for Permit & Plan (water & sewer tap records)	Modify	Update media type to specify “2020 and Prior-Paper/Microfilm, 2021 to Current-Electronic (EnerGov database)
8524-09 Work Orders	Modify	Update retention from “Until end of fiscal year audit” to “2 years”
Customer Transactions	Remove	Now included with 8524-07 Customer Database
Daily Posting Summary	Remove	Now included with 8524-07 Customer Database
Daily Receipt Record	Remove	Now included with 8524-07 Customer Database
Account Transaction Record	Remove	Now included with 8524-07 Customer Database

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

9. IN RE: RECORDS COMMISSION PUBLIC MEETING NOTIFICATION POLICY

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

Recommendation of Michelle Snyder, Secretary, Records Commission, to approve the Public Meeting Notification Policy dated 12/3/2025, pursuant to and in compliance with Sections 149.38 (A) and 121.22 (F) of the Ohio Revised Code.

Ms. Snyder stated that the Records Commission has always followed a consistent notification process, which includes posting notice of meetings online on the BCC calendar and on the Records Management Division’s website and posting a physical notice on the front door of the Records Center building. Anyone wishing to receive direct notice of a Records Commission meeting should call the Records Center at 513-735-8661 and be added to a notification list.

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

10. IN RE: RECORDS COMMISSION PUBLIC PARTICIPATION POLICY

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

Recommendation of Michelle Snyder, Secretary, Records Commission, to approve the Public Participation Policy dated 12/3/2025, for the purpose of ensuring members of the public have time to speak during Records Commission meetings and to establish the standard of conduct during the public participation period.

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

IN RE: OTHER BUSINESS

The Records Commission discussed the new Cybersecurity Program, as required by (R.C. 9.64). Ms. Snyder stated the Information Systems Department was responsible for creating and implementing the program, on which they have been diligently working. The program must be in effect by January 1, 2026. Ms. Snyder also mentioned that the Cybersecurity Plan will not be public record and that compliance will be monitored by the Auditor of State.

IN RE: ADJOURNMENT

Moved by Claire Corcoran, 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

6/8/2026

DATE APPROVED