

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON DECEMBER 6, 2017, WITH THE
FOLLOWING MEMBERS PRESENT:**

<u>NAME</u>	<u>POSITION</u>
DAVID UIBLE	BOARD OF COUNTY COMMISSIONERS
DEBORAH CLEPPER	RECORDER
ALLAN EDWARDS	PROSECUTING ATTORNEY - PROXY
CINDY WHITE	AUDITOR - PROXY

OTHERS IN ATTENDANCE

MICHELLE SNYDER	RECORDS COMMISSION SECRETARY
TRACY FISCHER	RECORDS MANAGEMENT DIVISION
JASON FOUNTAIN	PROSECUTOR'S OFFICE
DEBRA GEESNER	CLERMONT COUNTY GENEALOGICAL SOCIETY

THE MEETING WAS CALLED TO ORDER SHORTLY AFTER 9 A.M. BY THE SECRETARY.

1. IN RE: MINUTES OF REGULAR SESSION

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 06/14/2017.

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

2. IN RE: COMMUNITY ALTERNATIVE SENTENCING CENTER...NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Thomas Eigel, Interim County Administrator, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 10/24/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

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

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

Recommendation of Pat Manger, County Engineer, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/02/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
3091-07 Automotive Equipment Records	Modification	Update retention from "Permanent" to "Until vehicle/equipment is sold"

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

4. IN RE: DEPARTMENT OF JOB AND FAMILY SERVICES...MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Judith Eschmann, Director, Department of Job and Family Services, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/21/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
07-147-FCF Family and Children First Client Records	Addition	Retention of "7 years after discharge or until youth is 25, whichever comes first"

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

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

Moved by David Uible, seconded by Cindy White, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Brandon Hoepfner, Director, Information Systems Department, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/17/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1301-01 Annual Budget Preparation Documents	Modification	Update retention from "5 years" to "3 years"
Email (<i>previously 1301-13</i>)	Remove	Use General Schedule
1301-13 Email Archives Administration – Exchange Dumpster	Addition	Retention of "Once user manually deletes email from Deleted Items folder, the system will purge them on a revolving 14-day cycle. Email backups maintained on tape for one month."
1301-19 Pay-Ins	Remove	Use General Schedule

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

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

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

Recommendation of Linda Fraley, County Auditor, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 10/26/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
01-143 Work Orders	Addition	Retention of "2 years after work order is closed"

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

7. IN RE: DEPARTMENT OF PUBLIC SAFETY SERVICES...MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of John Kiskaden, Director, Department of Public Safety Services, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/22/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
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4010-05 Contracts	Modification	Update retention from "15 years after expiration" to "8 years after completion"
4010-09 Email	Remove	Use General Schedule
4010-10 Expense Records	Remove	Use General Schedule
4010-14 Payroll Worksheets	Remove	Use General Schedule

Upon the stated motion, the vote was as follows:

8. IN RE: DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT...MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Adele Evans, Interim Director, Department of Community and Economic Development, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/02/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
7010-22 Audio and Video Tape Recording of Regular Session, public hearings and other meetings of the BCC	Modification	Update retention from "2 years from date recorded" to "Official record maintained 3 years through a contracted third party. Backup recording maintained until official record is verified as available through the contracted third party.

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

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

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

Recommendation of Dr. Brian Treon, County Coroner, to approve the following modifications to and re-numbering of the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/17/17 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4100-03 Death Reports	Modification	Update description to include "Law Enforcement Reports, EMS Reports and

		Coroner's Death Reports" and retention from "2 years" to "Maintained permanently as part of the Case File"
4100-04 Inquests	Modification	Update retention to specify "Maintained permanently as part of the Case File"
4100-05 Photographs	Modification	Update retention to specify "Maintained permanently as part of the Case File"
4100-07 Records of Chemical Tests	Modification	Update retention to specify "Maintained permanently as part of the Case File"
4100-08 Accidental Drug Overdose	Addition	Permanent retention

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

**10. IN RE: FACILITIES MAINTENANCE DEPARTMENT...
MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND
DISPOSITION**

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

Recommendation of Wade Grabowski, Director, Facilities Maintenance Department, to approve the following modifications to and re-numbering of the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 10/31/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
Accident Reports (<i>previously 1013-01</i>)	Remove	No longer maintained onsite; Official record maintained by OMB
Annual Reports (<i>previously 1013-02</i>)	Remove	No longer created
1013-04 Budget Preparation Records	Modification	Update retention from "5 years" to "3 years"
1013-05 Contracts	Modification	Update retention from "15 years after expiration" to "8 years after completion"
1013-07 Injury Reports-Copies	Addition	Retention of "Until no longer of administrative value"
1013-08 Inspection Reports	Addition	Retention of 10 years
1013-09 Leases	Modification	Update description to "Leases – Supporting Documentation. Original maintained by BCC or appropriate elected official's office"
Electronic and Manual Records (<i>previously 1013-09</i>)	Remove	No longer created
1013-10 Manuals and Handbooks	Modification	Update description from "Publications, Handbooks, Directives, Manuals, Policies,

		Rules and Regulations"
Email (<i>previously 1013-010</i>)	Remove	Use General Schedule
Occupancy Permits (1013-11)	Addition	Retention of "Until superseded with change in occupancy or building sold"
Expense Records (<i>previously 1013-011</i>)	Remove	Use General Schedule
1013-13 Project Records (<i>previously 1013-06 Building & Equipment Project Files</i>)	Modification	Update retention from "2 years" to "Until property sold"
Pay-In to Treasury Records (<i>previously 1013-013</i>)	Remove	Use General Schedule
1013-14 Work Order Requests	Modification	Update retention from "2 years" to "Maintained in County's accounting system per Auditor's retention schedule"
Payroll Worksheets (<i>previously 1013-014</i>)	Remove	Use General Schedule
Personnel Files – Copies (<i>previously 1013-15</i>)	Remove	No longer maintained onsite
Uniform Records (<i>previously 1013-018</i>)	Remove	Use General Schedule (Expense Records G1017-018)

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

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

Moved by David Uible, seconded by Allan Edwards, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Thomas Eigel, Interim County Auditor, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 12/04/2017 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-20 Electronic Mail Information Systems/Email Archives	Modification	Update retention to "Maintained by ISD per ISD's retention schedule"

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

IN RE: OTHER BUSINESS

The following proposed legislation relating to records management by the 132nd General Assembly

was discussed:

SB 139—Adopt uniform electronic legal material act.

Additional Records and Information Security Trends were discussed:

General Data Protection Regulation (GDPR)

A new set of European rules and standards related to privacy and data protection, effective May 2018. It not only affects European companies but also US companies doing business in Europe or with European employees.

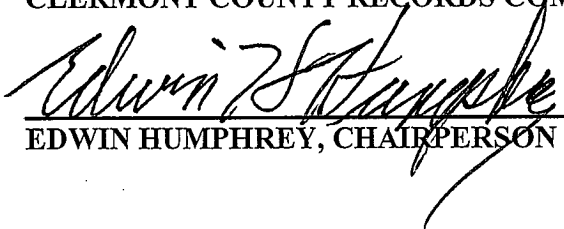
IN RE: ADJOURNMENT

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

Recommendation that the Clermont County Records Commission, noting no further business to come before the commission for action, adjourn the meeting at 9:28 A.M. until the next meeting to be held at a later date.

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

CLERMONT COUNTY RECORDS COMMISSION


EDWIN HUMPHREY, CHAIRPERSON

Respectfully Submitted,


MICHELLE SNYDER, SECRETARY OF THE COMMISSION

6-6-18
DATE APPROVED