

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON JUNE 6, 2018, WITH THE
FOLLOWING MEMBERS PRESENT:**

<u>NAME</u>	<u>POSITION</u>
ED HUMPHREY	BOARD OF COUNTY COMMISSIONERS
DEBORAH CLEPPER	RECORDER
BARBARA WIEDENBEIN	CLERK OF COURTS
ALLAN EDWARDS	PROSECUTING ATTORNEY - PROXY
JENNIFER HARTLEY	AUDITOR - PROXY

OTHERS IN ATTENDANCE

MICHELLE SNYDER	RECORDS COMMISSION SECRETARY
TRACY FISCHER	RECORDS MANAGEMENT DIVISION
JASON FOUNTAIN	PROSECUTOR'S OFFICE
SUKIE SCHEETZ	BOARD OF COUNTY COMMISSIONERS

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

1. IN RE: MINUTES OF REGULAR SESSION

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 12/06/2017.

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

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

Moved by Ed Humphrey, seconded by Deborah Clepper, 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 05/21/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-17A Email Exchange	Addition	Retention of "Items deleted from a user's

Dumpster (Deleted Emails) – Disposition of email messages that have been deleted from a user’s Deleted Items folder		Deleted Items folder are NOT maintained. See ISD’s retention schedule (1301-13).”
G1017-18 Expense Records	Modification	Update retention from “2 years after fiscal year, provided audited” to “3 years, provided audited”
G1017-20 Email Backups	Modification	Update description from “Electronic Mail Information Systems/Email Archives” to “Email Backups” and retention to “Maintained by ISD per ISD’s retention schedule (1301-13A)”
G1017-33 Pay-Ins	Modification	Update retention from “2 years after fiscal year, provided audited” to “3 years, provided audited”
G1017-36 Bids – Unsuccessful	Addition	Retention of “Two years after contract award”
G1017-37 Reference Material	Addition	Retention of “Until no longer of administrative value”
G1017-38 Research Records	Addition	Retention of “Until no longer of administrative value”

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 Barbara Wiedenbein, seconded by Ed Humphrey, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Pat Manger, County Engineer, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/09/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
3091-01 Accident Reports	Modification	Update description to “Accident Reports-County Vehicles or on County Property”
3091-17 Daily Report of Activities	Modification	Update description to specify “includes Snow Files, Emergency Call Outs and other activity records”
3091-82 Countywide Vehicle Accident Data – Data received from Law Enforcement regarding all accidents taking place in the county. Used for	Addition	Retention of “Paper maintained until data is entered into Engineer’s database. Electronic database maintained permanently”

statistical/analytical purposes		
3091-83 Scale Tickets	Addition	Retention of "5 years"

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

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

Moved by Allan Edwards, seconded by Deborah Clepper, 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 05/29/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1301-13 Email Exchange Dumpster (Deleted Emails)	Modification	Update description from "Email Archives Administration-Exchange Dumpster" to "Email Exchange Dumpster (Deleted Emails) – Disposition of email messages that have been deleted from a user's Deleted Items folder." Update retention from "Once deleted from Deleted Items folder, system will purge on revolving 14-day cycle" to "ISD does NOT perform a backup of emails deleted from user's Deleted Items folder." <i>Deleted emails may exist in an Active Email Backup (1301-13A) for up to two weeks"</i>
1301-13A Email Backups – Backup of active email for disaster recovery purposes or accidental deletion. <i>NOT a backup of deleted emails in the Exchange Dumpster.</i>	Addition	Retention of "2 weeks"
1301-27 Inactive Email Accounts	Addition	Retention of "Separated Employee email accounts – 3 years Separated Department Head and Elected Official email accounts – 5 years"

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

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

Moved by Ed Humphrey, seconded by Barbara Wiedenbein, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Andy Kuchta, 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 04/11/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
7010-22A Audio and Video Recording of regular session, public hearings and other meetings of the Board of Commissioners	Modification	Update schedule number to 7010-22A and retention to "Maintained 3 years through a contracted third party"
7010-22B Backup of Audio and Video Recording of regular session, public hearings and other meetings of the Board of Commissioners	Addition	Retention of "Maintained until 7010-22A is verified as available through the contracted third party"

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

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

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

Recommendation of Thomas Eigel, County Administrator, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/30/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1011-001B Personnel Files	Modification	Update retention from "60 years" to "20 years after termination"
1011-034 I9 Forms	Modification	Update retention to remove "Paper records that have not yet been added to accounting system will be maintained 3 years after hire or 1 year after termination, whichever is later"
1011-038 Pre-Employment	Addition	Retention of "Successful Applicants –

Records: Includes background checks, drug test results and physical records		Maintained as part of Personnel Medical File Unsuccessful Applicants - 2 years"
1011-039 Applicant Selection Records: Includes scoring sheets and interview forms	Addition	Retention of "2 years"
1011-040 Summary Plan Description – Includes Medical plan details	Addition	Retention of "3 years after plan closed"

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

7. IN RE: OFFICE OF MANAGEMENT AND BUDGET/CUSTOMER SERVICE 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 Pat Shreve, Customer Service Manager, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/18/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
98-13 Customer Database – Includes name, billing information, service address and other customer information	Addition	Retention of "Continually updated"

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

8. IN RE: DEPARTMENT OF WATER RESOURCES - ADMINISTRATION...MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Lyle Bloom, Director, Department of Water Resources, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/17/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8523-18 Daily/Monthly Logs, Operating Reports, Violations/Correction Orders	Modification	Update retention from "5 years" to "10 years" OAC 3475-81-33
8523-37 Lead and Copper Data	Addition	Retention of "12 years" OAC 3745-81-90

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

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

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

Recommendation of Robert Leahy, County Sheriff, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/29/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-003 Annual Report	Modification	Update description to "Annual Report: Summary report of fines and costs filed annually by the Sheriff to the BCC" and retention from "Permanent" to "60 months"
05-007 Bids: Unsuccessful	Modification	Update retention to specify use of General Schedule #G1017-36
05-005 Audit Reports	Remove	Included with 05-028 Grant Records and 05-050 Furtherance of Justice Fund Records
05-006 Bank Records	Modification	Update description from "Bank Deposit Receipts and Statements" to "Bank Records: Includes statements, receipts, cancelled checks and other related records" and retention from "48 months" to "36 months"
05-008 Cancelled Checks	Remove	Included with 05-006 Bank Records
05-011 Civil Cover Sheet	Modification	Update description from "Civil Shucks" to "Civil Cover Sheet: Includes log of attempts to deliver subpoenas and protection orders, delivery status, mileage, dates and other information"
05-013 Correspondence	Modification	Update retention to specify use of General Schedule #G1017-05 through G1017-08
05-016A/B Criminal Case History Files	Modification	Update description to "Criminal Case Jacket/Criminal History Files"
05-018 Employment Applications: Unsuccessful	Modification	Update retention from "36 months" to "24 months"

05-023 Fingerprint Records	Modification	Update retention from "120 months or age 80" to "Non-Criminal: 10 years Criminal: Maintained as part of Criminal Case History File"
05-028 Grant Records	Modification	Update description to specify "includes Audit Reports"
05-031 Inventory of County Property	Modification	Update retention to specify use of General Schedule #G1017-24
05-032 Expense Records	Modification	Update description from "Invoices" to "Expense Records: Includes Invoices, Purchase Orders, Receipt Books, Requisitions, Travel Expense Records, and other related records" and retention from 48 months to "Use General Schedule # G1017-18"
05-033 Juvenile Offense Reports	Modification	Update retention from "Age of Majority" to "Until offender reaches 21 years of age"
05-034 Key Control Book	Remove	No longer created/maintained as a separate record
05-037 Offense Reports and Case Files	Modification	Update retention from "120 months" to "Paper Records – 120 months Electronic Records in RMS Database – Felony and Domestic Violence: 25 years Misdemeanors: 15 years"
05-038 Payroll Records	Modification	Update retention from "60 months" to "36 months. Also maintained in County's accounting system per Auditor's retention schedule"
05-039 Personnel Files	Modification	Update retention from "60 years" to "20 years after termination"
05-040 Photographic Negatives	Modification	Update description to "Digital Images"
05-042 Publications: Manuals, Rules and Regulations	Modification	Update description to "Departmental Policies, Manuals, Rules and Regulations"
05-043 Purchase Orders	Remove	Included with 05-032 Expense Records
05-044 Receipt Books	Remove	Included with 05-032 Expense Records
05-046 Reference Materials	Remove	Use General Schedule #G1017-37
05-047 Requisitions	Remove	Included with 05-032 Expense Records
05-050 Sheriff's Furtherance of Justice Funds Records	Modification	Update description to specify "includes Audit Reports"
05-054 Travel Expense Records	Remove	Included with 05-032 Expense Records
05-058 Search Warrants	Remove	No longer maintained onsite. Original with Common Pleas Court
05-063 Field Cards – Information collected on individuals (including potential witnesses) for various incidents	Addition	Retention of "25 years"

and used in investigations.		
05-064 Sex Offender Records	Addition	Retention of "Paper Records – Maintained permanently as part of Criminal Case History Files (05-016) Electronic Records – Maintained in statewide Offender Watch website. Removed from website locally once offender no longer required to register."
05-065 Arson Registration Records	Addition	Retention of "Paper Records – Maintained permanently as part of Criminal Case History Files (05-016) Electronic Records – Maintained in statewide website for life of the offender" R.C. 2909.15
05-066 Narcotics – GI Files	Addition	Retention of "18 years"
05-067 Narcotics – Jackets/Case Files	Addition	Retention of "30 years"
05-068 After Action Reports – Report compiled after every deployment of Special Response Team, including but not limited to, execution of search/seizure.	Addition	Retention of "60 months"
05-069 Canine Records	Addition	Retention of "24 months after canine retires from service or is deceased"
05J-005 Jail – Inmate Medical Records	Modification	Update retention from "72 months" to "Maintained by contracted third party"
05J-009 Jail – Inmate Radiological Scans	Addition	Retention of "No Result – Images not maintained Result/Incident – Maintained for 120 months"
05J-010 Jail – Incident Reports: Includes incidents involving inmates such as use-of-force, injuries, assault, suicide watch and other related records	Addition	Retention of "Paper records maintained 120 months, Electronic records maintained permanently"
05J-011 Inmate Telephone Recordings	Addition	Retention of "Maintained by contracted third party"

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

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

Moved by Ed Humphrey, seconded by Barbara Wiedenbein, that the Clermont County Records Commission approve the following recommendation:

Recommendation of Julia Carney, Director, Board of Elections, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/29/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1070-09 Bids – Successful with Contract	Modification	Update retention from “15 years after completion” to “8 years after completion” R.C. 2305.06
1070-12 Central Committee Notices – Party notices of meetings and committee member lists	Modification	Update retention from “2 years” to “Notices: Retain 2 years, then destroy Member Lists: Retain 2 or 4 years depending on term of committee members of the political party, then destroy”
1070-18 Petitions – Accepted and Rejected Petitions for Elections	Modification	Update retention from “6 years and 6 months” to “6 years”
1070-19 Signature Poll Books and Related Materials	Modification	Update description to include “Poll Lists”
1070-20 Poll Lists	Remove	Combined with 1070-19
1070-22 Receipts and Expenditures: Candidates	Addition	Retention of “6 years”
1070-23 Receipts and Expenditures: Questions and Issues	Addition	Retention of “2 years”
1070-24 Receipt Books: Election Papers	Addition	Retention of “1 year”
1070-37 Elector Application for Correction or Challenge Form	Modification	Update description from “Primary Voter Challenge Form” to “Elector Application for Correction or Challenge Form”
1070-38 Absentee Identification Envelopes – Walk-In Voter Applications	Modification	Update description to include “Walk-In Voter Applications” and retention from “60 days, provided election not contested; 22 months for Federal election” to “90 days, provided election not contested; 22 months for Federal election”
1070-40 Provisional Ballot Affirmations	Modification	Update description from “Walk-In Voter Applications” to “Provisional Ballot Affirmations” and retention from “4 years” to “4 years, unless used as a voter registration form, then retain permanently”
1070-44 Registration Confirmation Notices	Modification	Update description to include “and returned Confirmation Notices with updated or

		confirmed information” and retention from “4 years” to “5 years”
1070-45 Confirmation Notice Responses	Remove	This has been combined with 1070-44
1070-45 Directives/Advisories	Addition	Retention of “6 years, minimum of 1 year onsite”
1070-50 Chain of Custody Forms and Voting Unit	Modification	Update description to remove “Election Day Precinct Incident Log” as this is now a separate series (1070-98)
1070-55 Affirmation of Voter Who Does Not Possess Appropriate Identification For Voting (Form 10-T)	Remove	S.B. 16, which took effect on June 2, 2014, eliminated all references to Form 10-T and the declaration in the ORC. The May 6, 2014 primary election was the last election to use Form 10-T.
1070-59 Mailing Envelope Containing Voted Absent Voter Ballot	Modification	Update retention from “60 days” to “90 days”
1070-62 Certifications by Most Populous County of Overlapping Local Questions and Issues	Modification	Update description to remove “Overlapping Candidates” as this is now a separate series (1070-96)
1070-70 Statewide Voter Registration Database Reports	Modification	Update description from “Duplicate Reports Generated by Statewide Voter Registration Database”
1070-79 Election Administration Plans	Modification	Update retention from “2 years” to “4 years”
1070-87 Post-Election Audit Reports	Addition	Retention of “4 years”
1070-88 Ethics Forms	Addition	Retention of “1 year”
1070-90 Attorney-in-Fact Forms	Addition	Retention of “Until revoked or elector no longer registered in county”
1070-91 Elected Official and Appointment Certification Forms	Addition	Retention of “6 years”
1070-92 Division of Liquor Control Requests	Addition	Retention of “6 months”
1070-93 Precinct Election Officials Notices	Addition	Retention of “1 year”
1070-94 Former Resident Presidential Ballot	Addition	Retention of “22 months after the federal election, provided no pending court action or order”
1070-95 Authorization for Elector to Update Signature	Addition	Retention of “Until signature updated or person no longer registered in county”
1070-96 Certifications of District Candidates	Addition	Retention of “6 months”
1070-97 Election Hardware Inventory	Addition	Retention of “Until no longer of administrative value”
1070-98 Election Day Precinct	Addition	Retention of “60 days after an election or 22

Incident Log		months after a federal election”
1070-99 Declaration of Intent to Change Political Party	Addition	Retention of “10 years”
1070-100 Absentee Voter Challenge	Addition	Retention of “60 days after an election or 22 months after a federal election”
1070-101 Provisional Voter Precinct Verification	Addition	Retention of “4 years”
1070-102 Correspondence for DOB (Date of birth)	Addition	Retention of “Until no longer of administrative value”
1070-103 State and Territorial Exchange of Vital Events (STEVE) files	Addition	Retention of “2 years”
1070-104 Cancellation of Registration of Deceased Elector	Addition	Retention of “2 years”
1070-105 Documentation of Campaign Finance Filings Examinations	Addition	Retention of “6 years”
1070-106 Precinct Official Registration List	Addition	Retention of “2 years”
1070-107 Backup Signature Pollbook	Addition	Retention of “60 days or until no longer of administrative value”
1070-108 Verification of UOCAVA Compliance	Addition	Retention of “2 years”

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

11. IN RE: BOARD OF COUNTY COMMISSIONERS...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 Edwin Humphrey, County Commissioner, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/30/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-07 Appointments to Boards/Commissions	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-16 Budget – Annual Appropriations	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-17 BCC Calendar/Schedule	Modification	Update description from “Calendars/Schedules” to “BCC Calendar/Schedule – Includes meeting

		notices and announcements for the public/media”
1010-18 Catalogs/Manuals	Remove	Use General Schedule
1010-21 Correspondence	Remove	Use General Schedule
1010-22 Department Head Meeting Minutes	Modification	Update description to include “Department Weekly Reports”
1010-23 Department Weekly Reports	Remove	Included with 1010-22 Department Head Meeting Minutes
1010-24 Department Special Programs/Projects	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-28 Easements	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-29 Email	Remove	Use General Schedule
1010-30 Regular Session Minutes	Modification	Update description to specify “Informal Work Sessions ceased in 2012”
1010-31 Grant Records	Modification	Update description from “Grant Applications/Agreements” to “Grant Records – Includes applications and agreements” and retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-32 Grant Records – Correspondence, fiscal/monitoring reports	Remove	Maintained by originating department
1010-34 Inventory – Annual	Remove	Use General Schedule
1010-38 Maintenance Bonds	Modification	Update description to specify “Includes bonds for Sidewalks, Water/Sewer and Street Improvements”
1010-39 Maintenance Bonds – Water/Sewer	Remove	Included with 1010-38 Maintenance Bonds
1010-40 Marriage License Fees Distribution records	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-41 Minutes/Agendas/Meeting Notices (from other agencies)	Modification	Update retention from “30 days” to “1 year”
1010-44 Pay-in Receipts from Treasurer	Remove	Use General Schedule
1010-45 Performance Maintenance Bonds – Street Improvements	Remove	Included with 1010-38 Maintenance Bonds
1010-47 Policies, Procedures, Rules, Regulations and Long-Range Plans	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”
1010-49 Property Purchases, Sales, Appropriation Cases, Sheriffs Forfeited Properties	Modification	Update retention to specify “Maintained permanently as part of Journal (1010-35)”

1010-54 Resolutions	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-55 Road, Bridge, Ditch/Culvert, Mileage Reports received from County Engineer	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-57 Road, Street, Alley Vacation Records and Establishment, Transfer, Acceptance of Name Change	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-60 Tax Levy Records – Includes Issues, Resolutions, Proceeds, Reports, and Contracts	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-61 Telephone Message Duplicates	Remove	Use General Schedule
1010-62 Travel Requests	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-64 Building Permits/Certificates of Occupancy – county buildings	Modification	Update retention to "Maintained permanently as part of 1010-20 Capital Projects"
1010-65 Insurance Policies, Plans and Contracts	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-66 Liability and Health Insurance Acquisition Records and Renewal Reports	Modification	Update retention to specify "Maintained permanently as part of Journal (1010-35)"
1010-68 Contracts – general construction, collective bargaining, public depository, tax abatements	Modification	Update description to specify includes "goods and services"
1010-69 Contracts for Goods and Services	Remove	Included with 1010-68 Contracts
1010-72 Payroll Records	Remove	Use General Schedule

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

12. IN RE: TREATMENT ALTERNATIVES TO STREET CRIME (TASC)...TERMINATION OF SCHEDULE OF RECORDS RETENTION AND DISPOSITION AND APPROVAL OF THE ONE-TIME DISPOSAL OF OBSOLETE RECORDS.

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

Recommendation of Thomas Eigel, County Administrator, to approve the termination of the TASC Records Retention Schedule (RC-2) dated 06/17/2004, transfer TASC Advisory Board Minutes (1992-2011) to BCC schedule number 1010-24 for permanent retention, and approve the One-Time Disposal of Obsolete Records, contingent upon the lift of a current litigation hold, pursuant

to and in compliance with Section 149.38 of the Ohio Revised Code. The One-Time Disposal of Obsolete Records form is attached and made part of this record.

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

IN RE: ADJOURNMENT

Moved by Allan Edwards, seconded by Barbara Wiedenbein, 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 9:27 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

12-4-18
DATE APPROVED