

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON JUNE 26, 2019 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
CINDY WHITE	AUDITOR – PROXY
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

OTHERS IN ATTENDANCE

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
MARK SALYERS	CHILD SUPPORT ENFORCEMENT
HANNAH LUBBERS	ADAMS CLERMONT SOLID WASTE DISTRICT
MARY RAINS	OFFICE OF MANAGEMENT AND BUDGET
DEBRA GEESNER	CLERMONT COUNTY GENEALOGICAL SOCIETY

THE CHAIRPERSON CALLED THE MEETING TO ORDER AT 9 A.M.

1. IN RE: MINUTES OF REGULAR SESSION

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 12/04/2018.

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

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

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

Recommendation of David L. Painter, President, Board of County Commissioners, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/26/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-72 Applications for	Add	Retention of "1 year from receipt"

Boards/Commissions		
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Upon the stated motion, the vote was all in favor.

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

Moved by Allan Edwards, seconded by Barb Wiedenbein, 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 06/05/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1301-06 Computer Usage Files	Modify	Update retention from "Until no longer of administrative value to agency" to "Automatically overwritten every 2 weeks"
1301-27 Inactive Email Accounts	Modify	Update description to include "User Directories"

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

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

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

Recommendation of Thomas J. 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 04/25/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-05 Correspondence-Personal or Non-Record (previously G1017-07)	Modify	Update description to include "Any paper or electronic communication received or created and not defined as a record per R.C. 149.011(G)"
G1017-06 Correspondence-Routine/Transitory (previously G1017-08)	Modify	Update description to include "Communications of temporary importance, such as requests for routine information, drafts, memos, meeting notices and other routine correspondence. These

		communications do not set policy or establish guidelines/procedures and do not certify a transaction.”
G1017-07 Correspondence-Non-Routine/Intermediate (previously G1016 General Correspondence)	Modify	Update description to “Non-Routine/Intermediate - Communications that document the operations of the office and may include non-routine requests for information. These communications have administrative, fiscal and/or legal value. They may establish guidelines and certify transactions.”
G1017-08 Executive Correspondence (previously G1017-05)	Modify	Update description to “Communications that document the administration of the office and may contain information concerning agency policies, fiscal and personnel matters, and other substantial decisions of the office”
G1017-17 Email Messages	Modify	Update descriptions to more clearly match the Correspondence series (G1017-05 – G1017-08). Specifically: Addition of “Personal or Non-Record” Modification of the following: “Transitory” to “Routine/Transitory” “Intermediate/General” to “Non-Routine/Intermediate” “Executive/Long Term/Permanent” to “Executive”
G1017-40 Travel/Training/Membership Records	Add	Retention of: “ <u>Requests Approved by BCC:</u> Official record of request maintained by BCC as part of journal. Local copy should be maintained until no longer of administrative value. “ <u>Requests Not approved by BCC:</u> Maintain 3 years Financial records entered in County’s accounting system are maintained per Auditor’s retention schedule”

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

**5. IN RE: COMMUNITY IMPROVEMENT CORPORATION...
MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND**

DISPOSITION

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

Recommendation of Andy Kuchta, Director, Community Improvement Corporation, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/24/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9510-05A/B Incorporation Records	Modify	Update description to include "Includes Continued Existence Statement"
9510-10 Ohio Charitable Reporting Statement of Exemption	Add	Retention of "Permanent"

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

6. IN RE: COUNTY SHERIFF... MODIFICATIONS TO 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 Robert S. Leahy, Sheriff, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/02/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-017 Daily Reports	Modify	Update description to include "Civil Weekly Reports"
05-023A Fingerprint/Background Check Records—Non Criminal: Includes electronic fingerprint record and paper BCI/FBI background check request form filled out by public	Add	Retention of: Fingerprint Record: 90 days in electronic system (No RC/3 required) BCI/FBI Background Check Request Form: 1 year
05-023B Fingerprint Records - Criminal	Modify	Remove "Non-Criminal" from description as now a separate series 05-023A

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

**7. IN RE: CLERMONT TRANSPORTATION CONNECTION...
MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND
DISPOSITION**

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

Recommendation of John Rayman, Director, Clermont Transportation Connection, 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 04/25/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
7016-01 Annual Inventories	Remove	Use General Schedule
7016-03 Correspondence	Remove	Use General Schedule
7016-02 Daily Trip Sheets (previously 7016-11)	Modify	Update description to "Daily Trip Logs" and retention from "4 years" to "Maintained indefinitely in electronic system"
7016-24 Pay-ins	Remove	Use General Schedule
7016-25 Payroll Records	Remove	Use General Schedule
7016-06 Management and Operations Reports	Modify	Update retention from "5 years" to "10 years"
7016-29 Annual Fiscal Reports	Remove	Not a separate report. Included with 7016-08 Statistical Reports
7016-08A&B Statistical Reports	Modify	Update description to include "May include fiscal information" and retention from "Permanent" to "Local copy maintained 3 years. Official record maintained by Federal office"
7016-33 Expense Records	Remove	Use General Schedule
7016-07 Personnel Files	Modify	Update retention from "60 years after termination" to "10 years after termination"
7016-10 Vehicle Maintenance Records	Add	Retention of "Until vehicle is sold"

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

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

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

Recommendation of John Kiskaden, Director, Department of Public Safety Services, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution

of the Records Retention Schedule dated 06/18/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4010-03 Bids (Unsuccessful)	Remove	Use General Schedule
4010-13 Pay-Ins to Treasury Records	Remove	Use General Schedule
4010-18 LEADS and NCIS Records	Modify	Update retention from "1 to 6 years at discretion of Dept. Head" to "2 years"
4010-21A Computer Aided Dispatch Records—Active System	Modify	Update description to specify "Active System"
4010-21B Computer Aided Dispatch Records—Inactive System	Add	Retention of "2 years"
4010-23 Mobile Data Computer (MDC) Records	Modify	Update description to remove "Computer Aided Dispatch records". Duplicate of 4010-21A/B
4010-24 Master Street Address Guide (MSAG)	Remove	Database is maintained and controlled by Cincinnati Bell
4010-24 EMD Training and Evaluations	Add	Retention of "2 years"
4010-25 Quality Assurance (QA) and Quality Improvement (QI) Evaluations	Add	Retention of "2 years"

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

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

Moved by Barb Wiedenbein, seconded by Allan Edwards, 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 modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/09/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
07-28-CSEA 7014 FTI Confidentiality Agreement -- For Non-CSE SETS Users	Add	Retention of "5 years"
07-25-CPS Adoption Records	Modify	Update retention to "Prior to June 2019, records maintained permanently in paper"

		case file. Beginning in June 2019, records maintained permanently in State's electronic system."
07-27-CPS Annual Statistical Reports	Remove	Record no longer created
07-28-CPS Foster Home Files	Modify	Update retention to "Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system."
07-31-CPS Bus Ticket Cards (CART)	Remove	Maintained by DJFS Fiscal Division
07-32-CPS Case Files (CPS)	Modify	Update retention to "Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system."
07-33-CPS Family Index At Case Files	Remove	Record no longer created
07-34-CPS Homemaker Case Notes	Remove	Record no longer created
07-35-CPS Investigation Records	Modify	Update retention to "Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system."
07-36-CPS Maintenance Off Effort Records	Remove	Transportation and resource needs of clients is contained in the Case File
07-37-CPS Master Index to Case Files	Remove	Record no longer created
07-39-CPS Report of Child Abuse and Neglect	Modify	Update retention to "Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system."
07-40-CPS Services Files	Remove	Record no longer created
07-41-CPS Social Worker's Reports	Modify	Update retention to "Prior to June 2019, records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system."
07-43-CPS Taxicab Trip Cards	Remove	Record no longer created.
07-44-CPS Visitors Register	Remove	No longer a stand-alone record category. Maintained as log note in case file.
07-45-CPS Transportation Files	Remove	Maintained by DJFS Fiscal Division
07-46-CPS Kinship Permanency	Modify	Update retention to "Prior to June 2019,

Incentive Program Applications		records maintained permanently in paper case file. Beginning in June 2019, records maintained permanently in State's electronic system."
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Upon the stated motion, the vote was all in favor.

10. IN RE: COUNTY PROSECUTOR... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Vince Farris, Prosecutor, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/17/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1040-41 Juvenile Misdemeanors, Traffic and Felony Case Files	Add	Retention of "Until child reaches age 23"
1040-42 Juvenile Permanent Custody Hearings Case Files	Add	Retention of "Until no longer of administrative value, or until case is closed"
1040-43 Juvenile Dependency/Neglect files Case Files	Add	Retention of "Until no longer of administrative value, or until case is closed"

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

IN RE: OTHER BUSINESS

Ohio Legislature

HB 425—Effective April 8, 2019

Updates R.C. 149.43, the list of records that are exempt from disclosure, by adding the types of material found on BWC footage that could be exempt. The Act also allows for a person who is denied access to a restricted portion of a recording to file a mandamus action under Public Records Law.

HB 139—Effective April 8, 2019

Eliminates the disclosure exemption for any permanently retained public record 75 years after the date of its creation, except for records protected by attorney-client privilege, trial preparation records, and certain adoption records.

SB 31 – Passed by Senate under review by House

Adds Emergency Service Telecommunicators and certain Ohio National Guard members to the list of professions whose residential information is exempted from disclosure under public records law

HB 220 – Introduced
Permit government to utilize distributed ledger technology/blockchain

HB 251 – Introduced
Shorten the period of limitations for actions on a contract

Other Records Management Topics

- A. County software purchases
- B. Social Media Policy
- C. Records Training – for new and existing county employees

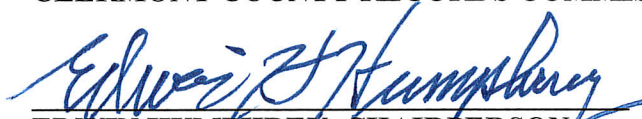
IN RE: ADJOURNMENT

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

Recommendation to adjourn the Clermont County Records Commission meeting.

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

12/09/2019
DATE APPROVED