

**CLERMONT COUNTY RECORDS COMMISSION  
AGENDA  
DECEMBER 9, 2019**

<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
LINDA FRALEY	AUDITOR
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

**OTHERS IN ATTENDANCE**

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
JENNIFER HARTLEY	AUDITOR
DEBRA GEESNER	CLERMONT COUNTY GENEALOGICAL SOCIETY

**A. CALL TO ORDER**

**THE MEETING WAS CALLED TO ORDER AT 9 A.M. BY THE CHAIRPERSON.**

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

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 06/26/2019.

Upon the stated motion, the vote was as all in favor. Linda Fraley abstained as she did not attend the 06/26/2019 meeting.

**2. IN RE: EMERGENCY MANAGEMENT AGENCY... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Pam Haverkos, Director, Clermont County Emergency Management Agency, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/15/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4011-09 Grant Records	Modify	Update description to "Includes disaster

		documentation, full bid/proposal package (including unsuccessful bids), and other related records”
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Upon the stated motion, the vote was all in favor.

**3. IN RE: CLERMONT TRANSPORTATION CONNECTION...  
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 Bill Harris, Director, Clermont Transportation Connection, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/27/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
7016-03 Daily Trip Logs	Modify	Update retention to “Paper records maintained four years. Electronic records maintained indefinitely in system.”
7016-07 Personnel Files	Remove	Maintained by Human Resources per HR’s retention schedule
7016-10 Vehicle Maintenance Records	Add	Retention of “Until vehicle is sold”

Allan Edwards suggested the retention of 7016-10 should be “Until vehicle is sold **or disposed**”. There was concurrence amongst the commission members.

Upon the stated motion and including the suggested revision to 7016-10, the vote was all in favor.

**4. IN RE: BOARD OF COUNTY COMMISSIONERS... MODIFICATION TO  
SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

Moved by Barbara Wiedenbein, seconded by Deborah Clepper, 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 11/25/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-19 Clermont Cares Records	Modify	Update retention to specify “Complaints that

		do not become "Cares" cases are maintained until resolved"
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Upon the stated motion, the vote was all in favor.

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

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

Recommendation of Timothy Dick, 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 12/03/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
07-36-CPS Maintenance Off Effort Records	Remove	Transportation and resource needs of clients is contained in the Case File
07-45-CPS Transportation Files	Remove	Maintained by DJFS Fiscal Division
07-46-CPS Kinship Permanency Incentive Program Applications	Modify	Update retention to "Prior to June 2019, records maintained 18 years. Beginning in June 2019, records maintained permanently in State's electronic system."

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

**6. IN RE: TREASURER...MODIFICATIONS TO DEPARTMENTAL 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 Jeannie Zurmehly, Treasurer, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/21/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1030-09 Bankruptcies	Modify	Update retention from "Audited and after lien paid or until discharge, whichever is later" to "2 years after discharge"
1030-10 Bids	Modify	Update description to "Bids-Unsuccessful"

		and retention from "Until obsolete" to "2 years after bid awarded"
1030-11 Board of Revision Files (copy of Auditor's original)	Modify	Update retention from "2 years" to "Until no longer of administrative value"
1030-13 Contracts	Modify	Update description to specify "Includes successful bid package" and retention from "15 years after expiration" to "8 years after completion"
1030-14 Correspondence—Administrative	Remove	Use General Schedule
1030-15 Correspondence—General	Remove	Use General Schedule
1030-16 Daily Cash Records	Modify	Update description to specify "Includes Pay-In receipts"
1030-19 Fax Fee Charge and Pay-In Receipts	Remove	Fax Fee Charge is obsolete and Pay-In Receipts now included with 1030-16 Daily Cash Records
1030-20 Fire Insurance Certificate	Modify	Update description to specify "for Taxpayer claims"
1030-22 Inheritance Tax	Modify	Update retention from "5 years after paid" to "3 years after paid"
1030-23 Inventory of Treasurer Office Furnishing and Machinery	Remove	Use General Schedule
1030-24 Invoices/Purchase Orders/Travel Records/Supply Orders	Remove	Use General Schedule
1030-26 Leave Requests	Remove	Use General Schedule
1030-27 Manuals and Handbooks	Remove	Use General Schedule
1030-29 Minutes of Investment Advisory Board	Modify	Update description to remove "Board of Revisions and Budgets meetings" as those Minutes are maintained by Auditor
1030-33 Payroll Records/Timesheets	Remove	Use General Schedule
1030-35 Personal Property	Modify	Update description to "Personal Property Tax Records" and retention from "Until audited" to "3 years"
1030-36 Phone Messages	Remove	Use General Schedule
1030-38 Professional Association Records	Remove	Use General Schedule
1030-41 Records Documents (RC-1, RC-2, RC-3)	Remove	Official record maintained by Records Management Division
1030-44 Public Records Requests	Remove	Use General Schedule

1030-58 Electronic Mail	Remove	Use General Schedule
1030-59 Employment Applications	Remove	Maintained by Auditor per Auditor's retention schedule
1030-60 Homestead Exemption Certificate of Reduction	Remove	Certificate no longer required

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

**7. IN RE: GENERAL HEALTH DISTRICT...MODIFICATIONS TO DEPARTMENTAL SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Julianne Nesbit, Health Commissioner, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 12/02/2019 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9900-1 Backflow Records	Modify	Update retention from "2 years" to "5 years"
9900-17 Loan Inspections	Modify	Update description to include "Homeowner requested septic inspection records" and update retention from "5 years" to "7 years"
9900-53 YWCA In-home Inspection Reports	Remove	GHD no longer conducts in-home inspections
9900-64 Marina Applications, Transmittals	Remove	GHD no longer licenses marinas
9900-67 Marina Inspections, Complaints	Remove	GHD no longer inspects marinas
9900-82 MHP Applications, Transmittals	Remove	GHD no longer licenses Manufactured Home Parks
9900-85 MHP Inspections	Modify	Update description to remove "Complaints" since these are no longer handled by GHD
9900-167 Manufactured Home Installation Records	Remove	GHC no longer oversees installation of Manufactured Homes
9900-95 Child Immunization Records	Modify	Update retention to specify "As of 2019, electronic only"
9900-172 Adult Immunization Records	Modify	Update retention to specify "As of 2019, electronic only"
9900-122 Audit Reports	Modify	Update retention from "Permanent" to "5 years"

9900-128 Correspondence	Remove	Use General Schedule
9900-133 Employee Planners	Remove	Use General Schedule
9900-136 Leave Records	Remove	Use General Schedule
9900-144 Payroll Records	Remove	Use General Schedule
9900-145 Pay-Ins	Remove	Use General Schedule
9900-146 Personnel Files	Modify	Update retention from "60 years after termination" to "20 years after termination"

Jennifer Hartley, Auditor's office, asked if there was a requirement to maintain Audit Reports permanently. Michelle Snyder mentioned that there is no statutory requirement to maintain Audits permanently. The Auditor of State maintains a permanent copy, and has the reports available online back to 1999. The local offices are able to set their own retention. The General Health District has said they do not look back more than a year or two at audits, and they are comfortable with a five-year retention.

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

**IN RE: OTHER BUSINESS**

The following legislature and Auditor of State Bulletin were discussed:

HB 176 – Introduced

Require convention and visitors' bureaus to make available for inspection all meeting minutes, vendor payment information and financial information

HB 251 – Passed by House 11/19/2019

Shorten the period of limitations for actions on a contract

Auditor of State Bulletin 2019-003

New AOS Star Rating System to report with more emphasis the results from AOS audits of local governments' compliance with the Ohio Public Records Act and the Ohio Open Meetings Act

**IN RE: ADJOURNMENT**

Moved by Deborah Clepper, seconded by Barbara 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

  
DATE APPROVED