

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON DECEMBER 4, 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
EMILY MCAFEE	BOARD OF COUNTY COMMISSIONERS
DEBRA GEESNER	CLERMONT COUNTY GENEALOGICAL SOCIETY

THE CHAIRPERSON CALLED THE MEETING TO ORDER AT 10 A.M.

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 06/06/2018.

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

**2. IN RE: OFFICE OF MANAGEMENT AND BUDGET...MODIFICATIONS
TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Mary Rains, Director, Office of Management and Budget to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/26/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1300-19 Financial Reports – Sewer District	Remove	Moved to Water/Sewer Administration's Records Retention Schedule

1300-20 Purchase Authorizations – Trust Funds	Remove	Moved to Water/Sewer Administration's Records Retention Schedule
1300-21 Sewer District Audit Work Papers	Remove	Moved to Water/Sewer Administration's Records Retention Schedule
1300-22 Trust Funds – Sewer District	Remove	Moved to Water/Sewer Administration's Records Retention Schedule
1300-23 Water/Sewer Rate Studies	Remove	Moved to Water/Sewer Administration's Records Retention Schedule

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

3. IN RE: WATER RESOURCES DEPARTMENT – ADMINISTRATION...MODIFICATIONS TO DEPARTMENTAL 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 Lyle Bloom, Director, Water Resources Department, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/13/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8523-37 Financial Reports – Sewer District	Addition	Moved from Office of Management and Budget's Records Retention Schedule. Retention of "Maintained as part of CAFR by Auditor"
8523-38 Purchase Authorizations – Trust Funds	Addition	Moved from Office of Management and Budget's Records Retention Schedule. Retention of "Until the year or sale/maturity is audited"
8523-39 Sewer District Audit Work Papers	Addition	Moved from Office of Management and Budget's Records Retention Schedule. Retention of "20 years"
8523-40 Trust Funds – Sewer District	Addition	Moved from Office of Management and Budget's Records Retention Schedule. Retention of "15 years after closed"
8523-41 Water/Sewer Rate Studies	Addition	Moved from Office of Management and Budget's Records Retention Schedule. Retention of "10 years after superseded"

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

4. IN RE: COUNTY SHERIFF...MODIFICATIONS TO SCHEDULE OF

RECORDS RETENTION AND DISPOSITION

Moved by Allan Edwards, seconded by Barbara Wiedenbein, 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 11/26/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-020 Execution Records	Modification	Update description from "Execution Docket" to "Execution Records - Sheriff's copy of Domestic/Home Executions, including Affidavit of Service, Invoice, Coversheet (deputy attempts at service), and other related records. Official Execution documents maintained by the Court." and retention from "Permanent" to "7 years"
05-026 Foreign Execution Docket	Modification	Update retention from "Permanent" to "7 years"
05-040 Digital Images	Modification	Update retention from "24 months" to "Permanent in database"
05-070 Intelligence Records	Addition	Retention of "Temporary Files (validity not yet confirmed) – 6 months. Official Intelligence Files – Until determined by Sheriff or his/her designee to no longer be of value"
05-071 Special Duty Detail Records	Addition	Retention of "8 years"
05J-011 Inmate Telephone Recordings	Modification	Update retention from "Maintained by contracted third party" to "Maintained by third party per contract requirements"

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

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

Moved by Deborah Clepper, seconded by Barbara 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 11/19/2018 pursuant to and in compliance with Section

149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4010-24 DPSS Master Street Address Guide (MSAG)	Addition	Retention of "Continually updated"

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

6. IN RE: BOARD OF COUNTY COMMISSIONERS...MODIFICATION TO GENERAL 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 General Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/16/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-39 Uniform Records	Addition	Retention of "3 years, provided audited"

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

7. IN RE: EMERGENCY MANAGEMENT AGENCY...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 Pam Haverkos, Director, Emergency Management Agency, 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 11/14/2018 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4011-01 Annual Budget Preparation Paperwork	Modification	Update retention from "5 years" to "3 years"
Annual Reports (previously 4011-02)	Remove	No longer created/maintained onsite
Bids (Unsuccessful) (previously 4011-03)	Remove	Use General Schedule
Correspondence (previously 4011-05)	Remove	Use General Schedule

Departmental Staff Meeting Notes (previously 4011-06)	Remove	Use General Schedule
Electronic Mail (previously 4011-07)	Remove	Use General Schedule
Expense Records (previously 4011-08)	Remove	Use General Schedule
Pay-Ins (previously 4011-09)	Remove	Use General Schedule
All Hazard Mitigation Plan (previously 4011-18)	Remove	Included with 4011-07 Emergency Plans
4011-02 Citizen Corps Council Minutes (previously 4011-13)	Modification	Update description to remove "Terrorism Advisory Team Minutes"
4011-03 Contact Database	Addition	Retention of "Continually updated"
4011-07 Emergency Plans	Addition	Retention of "Maintain current plan plus preceding plan"
4011-08 Emergency Preparedness Exercises	Addition	Retention of "5 years"
4011-10 Hazardous Materials Records	Addition	Retention of "Permanent"
4011-11 Local Emergency Planning Committee Meeting Minutes (previously 4011-14)	Modification	Update description to include "Includes Member information" and retention from "3 years" to "7 years"
4011-12 Payroll Worksheets (previously 4011-10)	Modification	Update retention to "Local copy maintained 3 years. Maintained in County's accounting system per Auditor's retention schedule"
4011-13 Publications and Handbooks	Modification	Update description to remove "Plans, Directives, Manuals, Policies, Rules & Regulations" and retention to "Until superseded or replaced"

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

8. IN RE: WATER RESOURCES DEPARTMENT - CUSTOMER SERVICE...MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Pat Shreve, Supervisor, Water Resources - Customer Service Department, to approve updating the department name on the Records Retention Schedule (RC-2) from "Office of Management and Budget - Customer Service" to "Water Resources Department - Customer Service" and authorize the execution of the Records Retention Schedule dated 11/08/2018 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.

IN RE: OTHER BUSINESS

Michelle Snyder, Records Commission Secretary discussed recent state legislation:

SB 139—Effective September 28, 2018

Enacts the Uniform Electronic Legal Material Act, which specifies requirements for state agencies that publish official electronic versions of legal materials, such as the Ohio Constitution, Revised Code, and administrative rules.

HB 139—Passed by House on June 20, 2018

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.

IN RE: ADJOURNMENT

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

Recommendation to adjourn the Clermont County Records Commission meeting at 10:25 AM.

CLERMONT COUNTY RECORDS COMMISSION


EDWIN HUMPHREY, CHAIRPERSON

Respectfully Submitted,


MICHELLE SNYDER, SECRETARY OF THE COMMISSION

6-26-19
DATE APPROVED