

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON JUNE 23 2020 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
DAVID PAINTER	BOARD OF COUNTY COMMISSIONERS

A. CALL TO ORDER

THE MEETING WAS CALLED TO ORDER AT 9 AM BY THE CHAIRPERSON.

1. IN RE: MINUTES OF REGULAR SESSION

Moved by Deborah Clepper, 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 12/09/2019.

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

**2. IN RE: WATER RESOURCES – ENGINEERING... 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 Lyle Bloom, Director, Clermont County Water Resources Department, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/02/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8521-07 Construction Engineering Correspondence	Add	Retention of "10 years after completion of project"

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

3. IN RE: WATER RESOURCES – ADMINISTRATION... 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 Lyle Bloom, Director, Clermont County Water Resources Department, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/02/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8523-15 Safety Training Records	Modify	Update retention to "Maintained as part of Personnel File per HR's retention schedule"
8523-27A Fire Hydrant Records	Modify	Update description to "Fire Hydrant Records – Construction Drawings, includes plans and installation records" and retention to "Maintain permanently as part of Water/Sewer Main Installations or Water/Sewer Construction Projects"
8523-27B Fire Hydrant Records – Inspections	Add	Retention of "Until hydrant is removed from service"
8523-35 Locate Records	Modify	Update retention from "2 years" to "Maintained in State's database – retention controlled by the State"
8523-42 Work Orders	Add	Retention of "3 years"

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

4. IN RE: OFFICE OF ENVIRONMENTAL QUALITY... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Hannah Lubbers, Director, Office of Environmental Quality, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/02/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8522-01 Agreements/Contracts	Modify	Update retention from "Until expired" to "8 years after completion"

8522-05 Bids – Successful	Modify	Update retention from “3 fiscal years after expiration of contract/original 15 years after completion of contract” to “8 years after completion”
8522-06 Bids – Unsuccessful	Modify	Update retention from “3 fiscal years after letting of contract provided audited” to “2 years after contract award”
8522-07 Cash Journals	Remove	Included with 8522-18 Expense Records
8522-09 Correspondence	Modify	Update retention from “1 year” to “Maintain per General Schedule requirements”
8522-10 Equipment Inventories	Modify	Update retention from “3 years” to “3 years after removal of item from ownership”
8522-12 Leave Records	Remove	Included with 8522-16
8522-14 Minutes/Office of Environmental Quality Scientific Advisory Committee	Modify	Update description from “Minutes/Office of Environmental Quality Scientific Advisory Committee” to “East Fork Water Quality Collaborative”
8522-16 Payroll Records	Modify	Update retention from “6 months after audit” to “Maintained in County’s accounting system per Auditor’s retention schedule”
8522-17 Policies/Programs – Wastewater Master Plan, Water Pollution Master Plan	Remove	Not an OEQ record. Maintained by Water Resources.
8522-18 Records of Receipts and Expenditures	Modify	Update description to “Expense Records” and retention from “10 years” to “Maintained in County’s accounting system per Auditor’s retention schedule”
8522-20 Safety and Loss Prevention Reports	Remove	Not maintained by OEQ.
8522-22 Water Quality Reports	Modify	Remove “Annual” from description and specify “NOT the same as Water Resources’ Annual Water Quality Report (drinking water)”
8522-24 Industrial Waste Pre Treatment (IWPT) Records	Modify	Update retention from “7 years” to “4 years”
8522-25 Local Limits	Modify	Update retention from “Permanent” to “10 years”
8522-26 General Lab Data	Modify	Update retention from “3 years” to “5 years”

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

5. IN RE: BOARD OF COUNTY COMMISSIONERS...MODIFICATIONS TO DEPARTMENTAL 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 transferring the Office of Public Information record series from the Department of Community and Economic Development’s Records Retention Schedule to the Board of County Commissioner’s Schedule, including the addition of two new series, and to authorize the execution of the Records Retention Schedule dated 06/08/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-80 Transitory Video/Audio/Image Files – Unused and no-value digital clips/images from recorded Sessions, Interviews (both internal and external), Events, Annual Reports, and other occasions where video/audio/images are captured.	Add	Retention of “Until no longer of administrative value”
1010-81 B-Roll Video/Audio/Image Files – Digital clips/images that are considered supplemental or alternative to the main footage, yet have administrative value and may be used in the future.	Add	Retention of “Until no longer of administrative value”

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

6. IN RE: TRANSPORTATION IMPROVEMENT DISTRICT...NEW DEPARTMENTAL 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 Jeremy Evans, TID Secretary/Treasurer, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/15/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

7. IN RE: HUMAN RESOURCES... 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 Thomas Eigel, County Administrator, to approve the following modification to the Human Resources Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/08/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1011-022 Tuition Reimbursement Contracts	Modify	Update description to "Successful applications for tuition reimbursement and the contracts outlining repayment periods signed by employee"
1011-023 Tuition Reimbursement Applications— Unsuccessful	Modify	Update description from "Tuition Reimbursement Forms" to "Tuition Reimbursement Applications— Unsuccessful" and the retention from "4 years" to "2 years"

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

8. IN RE: COUNTY SHERIFF... MODIFICATIONS 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 Robert S. Leahy, County Sheriff, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/03/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-061 Concealed Carry Applications	Modify	Update description to specify "Includes denials, suspensions and revocations"
05-066 Narcotics—GI Files (complaints)	Modify	Update retention from "18 years" to "100 years after case opened"
05-067 Narcotics—Jackets (case files)	Modify	Update retention from "30 years" to "100 years after case opened"

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

IN RE: OTHER BUSINESS

SB 31 – Passed by House and Senate; Senate refused to concur in House amendments 6/3/20
Exempt EMS Telecommunicator info from Public Records Law
(House added language prohibiting Governor/Dept. of Health from issuing an order requiring an individual to participate in contract tracing and requiring participant’s written consent)

SB 293 – Passed by Senate 06/10/2020
Create Court of Claims procedure for Open Meetings violations

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

HB 429 – Passed by House 06/11/2020
Amendments to the Address Confidentiality Program (Safe at Home)

Auditor of State Bulletin 2019-003
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

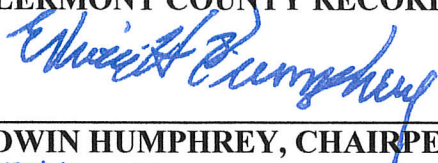
IN RE: ADJOURNMENT

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

pursuant to and in compliance with House
Bill 197 of the 133rd Ohio General Assembly
effective 03/27/20 through 12/01/20.

Respectfully Submitted,

Michelle Snyder

MICHELLE SNYDER, SECRETARY OF THE COMMISSION

12-14-20
DATE APPROVED