

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS  
COMMISSION MET IN REGULAR SESSION ON DECEMBER 14, 2020 WITH THE  
FOLLOWING MEMBERS PRESENT:**

<b>NAME</b>	<b>POSITION</b>
ED HUMPHREY	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
JENNIFER HARTLEY	AUDITOR – PROXY
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

**OTHERS IN ATTENDANCE**

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
DAVID PAINTER	BOARD OF COUNTY COMMISSIONERS
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
MELISSA SCHRINNER	AUDITOR'S OFFICE

**A. CALL TO ORDER**

**THE MEETING WAS CALLED TO ORDER AT 1:02 PM BY THE CHAIRPERSON.**

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

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 06/23/2020.

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

**2. IN RE: BOARD OF DEVELOPMENTAL DISABILITIES... NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Dan Ottke, Superintendent, Board of Developmental Disabilities, to approve a new Records Retention Schedule (RC-2) as attached thereto and to authorize the execution of the Records Retention Schedule dated 11/23/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

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

**DISPOSITION**

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

Recommendation of John Kiskaden, Director, Department of Public Safety Services, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 12/02/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4010-21A Computer Aided Dispatch Records – Active System	Modify	Update retention from “7 years” to “3 years”
4010-21B Computer Aided Dispatch Records – Inactive System	Remove	County has been using State system for 3 years. Data from inactive systems is no longer accessible.

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

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

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

Recommendation of Jeremy Evans, Engineer, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 12/08/2020 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
3091-66 Township Annual Inventory	Remove	Per update to R.C. 505.04, Townships no longer file inventory with County Engineer

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

**IN RE: OTHER BUSINESS**

HB 220 – Passed by House

Would allow the use of blockchain technology by government offices

SB 293 – Passed by Senate 06/10/2020

Create Court of Claims procedure for Open Meetings violations

HB 176 – Introduced (no movement)

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 from eight years to six years.

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 Jennifer Hartley seconded by Jason Fountain, 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**

  
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CLAIRE CORCORAN, CHAIRPERSON

Respectfully Submitted,

  
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MICHELLE SNYDER, SECRETARY OF THE COMMISSION

6/8/2021  
DATE APPROVED