

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON JUNE 8, 2021 WITH THE
FOLLOWING MEMBERS PRESENT:**

NAME	POSITION
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
JENNIFER HARTLEY	AUDITOR – PROXY
DEBORAH CLEPPER	RECORDER
BARBARA WEIDIENBEIN	CLERK OF COURTS
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

OTHERS IN ATTENDANCE

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
DAVID PAINTER	BOARD OF COUNTY COMMISSIONERS
THOMAS EIGEL	BOARD OF COUNTY COMMISSIONERS
MARY RAINS	OFFICE OF MANAGEMENT AND BUDGET
ANGIE LIVESAY	BOARD OF COUNTY COMMISSIONERS

THE MEETING WAS CALLED TO ORDER AT 9:15 AM BY THE CHAIRPERSON

1. IN RE: MINUTES OF REGULAR SESSION

Moved by Jennifer Hartley, 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 12/14/2020.

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

2. IN RE: HUMAN RESOURCES DEPARTMENT... 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 modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/08/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1011-041 Investigative and Pre-	Add	Retention of "If no disciplinary action

Disciplinary Records		warranted, maintain 1 year. If action taken, disciplinary record placed in personnel file”
1011-042 Investigative Notes - Informal	Add	Retention of “Maintain until official disciplinary proceedings are complete”
1011-043 Internal Complaints and Investigations Involving EEO	Add	Retention of “If unfounded, maintain 1 year. If violation occurred, maintain for 5 years.”

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

3. IN RE: GENERAL HEALTH DISTRICT... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jennifer Hartley, seconded by Barbara Wiedenbein, 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 05/25/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9900-05 Plumbing Installation Records	Modify	Update retention from “Permanent” to “10 years”
9900-118 Birth/Death Certificate Applications and Logs	Modify	Update retention from “3 years” to “2 years”

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

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

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

Recommendation of Thomas Eigel, County Administrator, to approve the following modification to the General Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/08/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-40 Budget Records & Working Papers	Add	Retention of “3 years”
G1017-09 Departmental Policies	Modify	Retention from “Permanent” to “3 years

& Procedures		after superseded/updated”
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Upon the stated motion, the vote was all in favor.

5. IN RE: COUNTY PROSECUTOR... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Mark Tekulve, Prosecuting Attorney, to approve the following modifications to and renumbering of the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/25/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
Personnel Files	Modify	Update retention from “60 years after termination” to “10 years after termination”
Personnel Medical Files	Add	Retention of “10 years after termination”
Personnel Disciplinary Actions	Add	Retention of “Documented Minor Infraction – two years, Signed Disciplinary Actions – five years
Municipal Case Files	Modify	Update retention from “Three years” to “Seven years”
Fiscal Records	Remove	Use General Schedule
Index to Criminal Case Files	Modify	Update description to specify “Electronic database”
Bids – Successful – when no contract required	Remove	Covered by other record series
Bids – Unsuccessful	Remove	Use General Schedule
Bulletins, Posters, Notices	Remove	Use General Schedule
Calendars/Schedules	Remove	Use General Schedule
Catalogs, Manuals, Publications	Remove	Use General Schedule
Drafts and Informal Notes	Remove	Use General Schedule
Employment Applications/Resumes	Remove	Use General Schedule
Inventory	Remove	Use General Schedule
Time Sheets/Leave Requests	Remove	Use General Schedule
Travel Requests	Remove	Use General Schedule
Document Processing Log	Modify	Update description, removing “Opinion Logs”
Victim Assistance Dept. Surveys	Modify	Update retention from “5 years” to “Maintained by State”
Victim Assistance Dept. Case	Add	Retention of “Seven years”

Files		
General Correspondence	Remove	New Correspondence series are replacing this series
Routine Correspondence	Add	Retention of "Until no longer of administrative value"
Non-Routine Correspondence	Add	Retention of "One year"
Case Related Correspondence	Add	Retention of "Essential Case Correspondence – Maintained as part of the Civil or Criminal Case File, Non-Essential Case Correspondence – Maintained until case is closed"
Departmental Policies and Procedures	Add	Retention of "3 years after superseded/updated"
Email	Add	Retention to follow General Schedule
Reference Materials	Add	Retention of "Until no longer of administrative value"
Research Records	Add	Retention of "Until no longer of administrative value"
Civil Case Files	Remove	Separated into new Civil categories, listed below
Civil – Adult Protective Services and Developmental Disabilities Cases	Add	Retention of "6 years after all matters relative to the individual have concluded, including active probate matters"
Civil Client Files – Litigation and Claims	Add	Retention of "12 years after case is closed, including any appeals"
Civil Client Files – Non-Litigation	Add	Retention of "12 years"
Civil – Foreclosures	Add	Retention of "6 years after case closed"

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

6. IN RE: BOARD OF ELECTIONS... 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 Chris Dennison, Deputy Director, Board of Elections, to approve an updated Records Retention Schedule (RC-2) to match Secretary of State requirements, and authorize the execution of the Records Retention Schedule dated 06/03/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

IN RE: OTHER BUSINESS

HB 177 – Passed by House 5/12/21

Would allow the use of blockchain technology by government offices.

SB 4 - Enacted

Exempts the residential and familial information of emergency service telecommunicators, protective services workers, certain Ohio National Guard members, and certain mental health care providers from disclosure under the Public Records Law.

SB 13 – Enacted

Shorten the period of limitations for actions on a contract from eight years to six years.

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



CLAIRE CORCORAN, CHAIRPERSON

Respectfully Submitted,



MICHELLE SNYDER, SECRETARY OF THE COMMISSION

12-14-21
DATE APPROVED