

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON DECEMBER 14, 2021 WITH THE
FOLLOWING MEMBERS PRESENT:**

<u>NAME</u>	<u>POSITION</u>
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
LINDA FRALEY	AUDITOR
DEBORAH CLEPPER	RECORDER
BARBARA WIEDENBEIN	CLERK OF COURTS
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

OTHERS IN ATTENDANCE

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
DAVID PAINTER	BOARD OF COUNTY COMMISSIONERS
TRACIE BRAUN	BOARD OF COUNTY COMMISSIONERS
JENNIFER HARTLEY	AUDITOR

THE MEETING WAS CALLED TO ORDER AT 9:05 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 06/08/2021.

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

2. IN RE: COUNTY SHERIFF... MODIFICATIONS 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 Robert S. Leahy, Sheriff, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/01/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-011A Protection Orders and No Contact Orders – Sheriff's	Add	Retention of "Until expired or dismissed"

copies		
05-061 Concealed Carry Applications	Modify	Update retention from "Until applicant is determined to be deceased" to "75 years"
05J-005 Jail—Inmate Medical Records	Modify	Update retention from "Maintained by contracted third party" to "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 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 11/09/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9900-184 Social Media – Transitory and/or Duplicate Records	Add	Retention of "Until updated, superseded or obsolete"
9900-185 Social Media – Backup and Metadata of all posts to social media applications	Add	Retention of "Three years"

Upon the stated motion, 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 Claire Corcoran, County Commissioner, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 12/06/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-84 History Files – Communication with	Add	Retention of "Permanent"

agencies/offices/private entities that has long-term or historic value		
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Upon the stated motion, the vote was all in favor.

5. IN RE: DEPARTMENT OF JOB AND FAMILY SERVICES... NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Timothy Dick, Director, Department of Job and Family Services, to approve the new Records Retention Schedule (RC-2) as attached thereto and authorize the execution of the Records Retention Schedule dated 12/09/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

6. IN RE: BUILDING INSPECTION DEPARTMENT... MODIFICATIONS TO 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 Bruce Crase, Director, Building Inspection Department, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 12/06/2021 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
4012-11A Complaint Cases	Modify	Update description to specify "Prior to 2018" and retention to "1 year after resolution"
4012-11B Complaint Cases	Modify	Update description to specify "2018 and beyond"

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

IN RE: OTHER BUSINESS

HB 177 – Effective 3/02/2022

Allows the use of distributed ledger technology, "blockchain", by government offices.

SB 4 – Effective 09/07/2021

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 – Effective 06/16/2021

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

HB 367 - Introduced

Mandates body-worn cameras by 2023 and specifies requirements for release of the audio/video recordings.

IN RE: ADJOURNMENT

Moved by Barbara Wiedenbein, seconded by Linda Fraley, 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



BONNIE BATCHLER, CHAIRPERSON

Respectfully Submitted,



MICHELLE SNYDER, SECRETARY OF THE COMMISSION

12-14-21
DATE APPROVED