

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON JUNE 6, 2022 WITH THE
FOLLOWING MEMBERS PRESENT:**

NAME	POSITION
BONNIE BATCHLER	BOARD OF COUNTY COMMISSIONERS
LINDA FRALEY	AUDITOR
BARBARA WIEDENBEIN	CLERK OF COURTS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

OTHERS IN ATTENDANCE

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
JENNIFER HARTLEY	AUDITOR
ANGIE LIVISAY	BOARD OF COUNTY COMMISSIONERS
GREG BICKFORD	BOARD OF COUNTY COMMISSIONERS
JENNIFER HALEY	BOARD OF COUNTY COMMISSIONERS
EMILY AKERS	OFFICE OF MANAGEMENT AND BUDGET

THE MEETING WAS CALLED TO ORDER AT 9:05 A.M. BY THE CHAIRPERSON.

1. IN RE: MINUTES OF REGULAR SESSION

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 12/14/2021.

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

**2. IN RE: EMERGENCY MANAGEMENT AGENCY... MODIFICATION TO
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 Pam Haverkos, Director, EMA, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/24/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
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4011-02 Citizen Corps Council Minutes	Remove	Record no longer created
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Upon the stated motion, the vote was all in favor.

3. IN RE: BOARD OF COUNTY COMMISSIONERS... MODIFICATIONS TO GENERAL SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Moved by Jason Fountain, seconded by Linda Fraley, 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 05/31/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-41 Contracts	Add	Retention of "8 years after completion"
G1017-42 Coronavirus Relief Fund Payment Records	Add	Retention of "5 years"

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

4. IN RE: TELECOMMUNICATIONS DIVISION... 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 Karin Quitter, Program Manager, Telecommunications Division, to approve the following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 04/25/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8630-23 Electronic Subscriptions/Data Processing Service Plans	Add	Retention of "Until superseded or obsolete"

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

5. IN RE: DEPARTMENT OF PUBLIC SAFETY SERVICES... 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 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 04/25/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
8630-23 Electronic Subscriptions/Data Processing Service Plans	Add	Retention of "Until superseded or obsolete"

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

6. IN RE: RECORDS MANAGEMENT DIVISION... 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 Michelle Snyder, Records Manager, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/20/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1017-01 Annual Budget	Remove	Use General Schedule
1017-05 Bids - Unsuccessful	Remove	Use General Schedule
1017-08 Contracts	Remove	Use General Schedule
1017-09 Daily Inspection Reports	Remove	Record no longer created
1017-11 Email	Remove	Use General Schedule
1017-12 Expense Records	Remove	Use General Schedule
1017-14 Pay-Ins	Remove	Use General Schedule
1017-21 Uniform Records	Remove	Use General Schedule
1017-22 Visitor Sign In Sheets	Remove	Use General Schedule
1017-23 Sheriff Trustee Program Reports	Remove	Record no longer created
1017-24 Sheltered Work Program Weekly Data	Remove	Record no longer created

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

IN RE: OTHER BUSINESS

HB 683 – Introduced

Eliminates the requirement that prosecutors report case resolutions.

HB 343 – Passed by House

Revise the law regarding rights of crime victims

Many new requirements. Addresses Victim’s rights, law enforcement’s responsibilities, Prosecutor’s responsibilities, rights in court proceedings, etc.

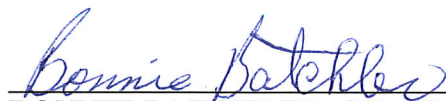
IN RE: ADJOURNMENT

Moved by Barbara Wiedenbein, 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



BONNIE BATCHLER, CHAIRPERSON

Respectfully Submitted,



MICHELLE SNYDER, SECRETARY OF THE COMMISSION

12-5-22

DATE APPROVED