

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS  
COMMISSION MET IN REGULAR SESSION ON DECEMBER 5, 2022 WITH THE  
FOLLOWING MEMBERS PRESENT:**

<b>NAME</b>	<b>POSITION</b>
BONNIE BATCHLER	BOARD OF COUNTY COMMISSIONERS
JASON FOUNTAIN	PROSECUTING ATTORNEY - PROXY
JENNIFER HARTLEY	AUDITOR - PROXY
DEBORAH CLEPPER	RECORDER
BARBARA WIEDENBEIN	CLERK OF COURTS
MICHELLE SNYDER	RECORDS COMMISSION SECRETARY

**OTHERS IN ATTENDANCE**

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
CLAIRE CORCORAN	BOARD OF COUNTY COMMISSIONERS
JENNIFER HALEY	BOARD OF COUNTY COMMISSIONERS

**THE MEETING WAS CALLED TO ORDER AT 9:05 AM BY THE CHAIRPERSON**

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

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

Recommendation to approve the minutes of Clermont County Records Commission meeting dated 6/6/2022.

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

**2. IN RE: BOARD OF COUNTY COMMISSIONERS... MODIFICATIONS TO  
GENERAL 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 General Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/29/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-18 Financial Records	Modify	Update title from "Expense Records" to "Financial Records" and update description to include "Accounts Payable and Accounts

		Receivable; Purchase Orders, Requisitions, Invoices, Billing Records/Schedules, Receipt Documents, Bank Records, Canceled Checks, Cash Books, Pay-Ins to Treasury, Travel Expense Records, and other financial records”
G1017-36B Bids – Successful	Add	Retention of “8 years after contract award”
G1017-43 Grants – Unsuccessful	Add	Retention of “2 years”
G1017-44 Grants – Successful	Add	Retention of “5 years, provided audited, or as required by funding agency”
G1017-45 Press Releases	Add	Retention of “3 years, appraise for historical value”
G1017-46 Job Postings	Add	Retention of “1 year”

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

**3. IN RE: MENTAL HEALTH AND RECOVERY BOARD...  
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 Lee Ann Watson, Director, Mental Health and Recovery Board, to approve the following modifications to the General Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/29/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
5200-03 Applications for Employment	Remove	Use General Schedule
5200-05 Bids – Successful	Remove	Use General Schedule
5200-06 Bids – Unsuccessful	Remove	Use General Schedule
5200-12 General Correspondence	Remove	Use General Schedule
5200-13 Grant Records – Successful	Remove	Use General Schedule
5200-14 Grant Applications – Unsuccessful	Remove	Use General Schedule
5200-16 Inventory of Property	Remove	Use General Schedule
5200-17 Litigation Files	Remove	Duplicate of 5200-18
5200-21 Payroll and Leave Records	Remove	Use General Schedule
5200-22 Personnel Files	Modify	Update retention from “60 years after termination” to “20 years after termination”

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

**4. IN RE: PARK DISTRICT... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Josh Torbeck, Director, Park District, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/30/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9700-08 Bids (successful)	Remove	Use General Schedule
9700-09 Bids (unsuccessful)	Remove	Use General Schedule
9700-18 Receipts	Remove	Use General Schedule
9700-28 Email	Remove	Use General Schedule
9700-32 Grant Files	Remove	Use General Schedule
9700-36 Inventories - Annual	Remove	Use General Schedule
9700-46 Pay-Ins to Treasury	Remove	Use General Schedule
9700-47 Payroll Records	Remove	Use General Schedule
9700-13 Board Member Bonds	Remove	Included with 9700-11 Board Records and Minutes
9700-24 Construction Contracts	Remove	Included with 9700-22 Construction Files
9700-26 Drinking Water Analysis	Remove	Not a Park District Record
9700-36 Maintenance Files	Remove	Included with 9700-34 Inspection Reports
9700-40 Minutes	Remove	Included with 9700-11 Board Records and Minutes
9700-59 Records Retention Documents	Remove	Official record held by Records Management Division
9700-60 Recreation Program Files	Remove	No longer created
9700-61 Rental Leases – Real Estate –Caretakers	Remove	Included with 9700-16 Caretaker-Housing Benefits, Rental Leases
9700-62 Subject Files	Remove	No longer created
9700-69 Pattison Foundation Statements	Remove	Included with 9700-68 Pattison Foundation Records
9700-70 Pattison Foundation Minutes	Remove	Included with 9700-68 Pattison Foundation Records
9700-06 Audit Reports	Modify	Update retention from “Permanent” to “5 years”

9700-11 Board Files	Modify	Update title to Board Minutes and Records
9700-16 Caretaker-Housing Benefits	Modify	Update description to include rental leases
9700-22 Construction Files	Modify	Update description to include "Includes contracts, blueprints and plans, and other related records."
9700-34 Inspection Reports	Modify	Update description to include maintenance and incident reports
9700-37 Facility Rental Contracts	Modify	Update retention from "8 years" to "6 years" R.C. 2305.06
9700-50 Personnel Files	Modify	Update retention from "2 years after termination" to "5 years after termination"
9700-53 Playground Safety Inspection Reports	Modify	Update retention from "2 years" to "life of equipment"
9700-58 Purchase Orders, Invoices	Modify	Update title to "Financial Records" and retention now directs to General Schedule

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

**5. IN RE: GENERAL HEALTH DISTRICT... 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 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 11/14/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
9900-172 Adult Immunizations	Modify	Update retention from "10 years" to "6 years"

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

**6. IN RE: TRANSPORTATION CONNECTION... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Andy Mays, Director, Clermont Transportation Connection, to approve the

following modification to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/10/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
7016-11 Passenger Fares	Add	Retention of "3 years, provided audited"

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

**7. IN RE: SOIL AND WATER CONSERVATION DISTRICT... NEW 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 John McManus, Director, Soil and Water Conservation District, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/30/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

**8. IN RE: DEPARTMENT OF JOB AND FAMILY SERVICES... MODIFICATIONS TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

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

Recommendation of Susan Walther, Director, Department of Job and Family Services, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/18/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
07-47-CPS Text Messages	Add	Transitory – Until no longer of administrative value  Case Related – Non-Critical – Until case is closed  Case Relate – Critical – Upload to the case record in the State system
07-48-CPS Photos	Add	Retention of "Upload to appropriate Case record in the State's electronic system"

07-01-OMJ Ohio Means Jobs Monthly Reports	Add	Retention of "5 years"
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Upon the stated motion, the vote was all in favor.

**9. 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, Sheriff, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/28/2022 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
05-001 Accident Reports	Modify	Update description to include Photos.
05-0023A Fingerprints – Non Criminal	Modify	Update retention of Background Check Request form from "1 year" to "90 days"
05-040 Digital Images	Remove	Included with the Traffic/Accident File or Offense Report
05-072 Body Camera Recordings	Add	Unclassified – Accidental or False Signal Activation – 90 days  Incidents Not Resulting in Action – Mental Health run, Assist another Unit or Agency, Call for Service with No Enforcement, Alarm Checks, Cancelled Calls – 180 days  Traffic Stops – Minor misdemeanor, payout tickets – 1 year, provided no pending legal action  Civil Service – 1 year  All Incidents at Jail – 3 years  Use of Force or Actions resulting in citizen complaint – 10 years, provided no pending legal action  Misdemeanor arrest (not domestic violence), includes 1 <sup>st</sup> degree misdemeanor traffic events – 3 years, provided no pending legal action

		<p>Non-Criminal Death Investigation – 6 years</p> <p>Felony Arrest and Domestic Violence – 6 years</p> <p>Criminal Death Investigation/Sex Crimes – Permanent</p> <p>(No RC-3 required for Body Camera Recordings)</p>
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Upon the stated motion, the vote was all in favor.

**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**

*Bonnie Batchler*  
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 BONNIE BATCHLER, CHAIRPERSON

Respectfully Submitted,

*Michelle Snyder*  
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 MICHELLE SNYDER, SECRETARY OF THE COMMISSION

*6-13-23*  
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 DATE APPROVED