

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS  
COMMISSION MET IN REGULAR SESSION ON JUNE 13, 2023 WITH THE  
FOLLOWING MEMBERS PRESENT:**

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

**OTHERS IN ATTENDANCE**

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
JENNIFER HARTLEY	AUDITOR
JENNIFER HALEY	BOARD OF COUNTY COMMISSIONERS
ANGIE LIVESAY	BOARD OF COUNTY COMMISSIONERS
EMILY AKERS	OFFICE OF MANAGEMENT AND BUDGET

**THE MEETING WAS CALLED TO ORDER AT 9:00 AM BY THE CHAIRPERSON.**

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

Moved by Barbara Wiedenbein, 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 12/5/2022.

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 Linda Fraley, 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 06/01/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-47 Agendas	Add	Retention of "2 years"

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

**3. IN RE: HUMAN RESOURCES DEPARTMENT... MODIFICATIONS TO 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 Human Resources Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 06/01/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1011-020 Employee Benefit Selection Records	Modify	Specify that paper copy prior to 2011 maintained 6 years after termination
1011-033 COBRA Forms	Modify	Specify that prior to 2017, records maintained for 6 years
1011-044 Annual Physical Voucher (PCP Form)	Add	Retention of "Maintained until end of current year, then destroyed. No RC-3 required."

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

**4. IN RE: VETERAN'S SERVICE COMMISSION... 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 Wayne Lung, Interim Director, Veteran's Service Commission, to approve the following modifications to the Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 5/26/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
6220-13 Financial Records	Add	Retention of "Maintained in County's accounting system per Auditor's retention schedule"
6220-14 Board Files	Add	Retention of "10 years"
6220-15 Grocery Receipts	Add	Retention of "Until reconciled with voucher and invoice is paid. No RC-3 required."

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

**5. IN RE: LAND REUTILIZATION CORPORATION... 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 Desmond Maaytah, Executive Director, Land Reutilization Corp, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 05/22/2023 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**

SB71 – Enact Data Analysis Transparency Archive (DATA) Act

Creates a new office within the Office of the Secretary of State, and modifies the ways in which the boards of elections must retain election data, enter it into the Statewide Voter Registration Database (SWVRD), and make it available to the public.

(Passed by Senate, currently in House Committee)

Superintendence Records Retention Subcommittee - Revisions to the Records Retention Schedules for the Courts is expected sometime this summer. This should clarify several record series that were overlooked or overly vague in previous schedules.

Long-Term Preservation of Digital Records

**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 at 9:15 AM.

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

12-4-23  
DATE APPROVED