

**THE DULY ELECTED MEMBERS OF THE CLERMONT COUNTY RECORDS
COMMISSION MET IN REGULAR SESSION ON DECEMBER 4, 2023 WITH THE
FOLLOWING MEMBERS PRESENT:**

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

OTHERS IN ATTENDANCE

TRACY FISCHER	RECORDS MANAGEMENT DIVISION
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 1:34 PM BY THE CHAIRPERSON.

1. IN RE: MINUTES OF REGULAR SESSION

Moved by Jason Fountain, 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 06/13/2023.

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 Jennifer Hartley, 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 11/15/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
G1017-17 Email Messages	Modify	Update retention of Intermediate/General messages from "1 year" to "Until no longer of administrative value"

G1017-36B Bids – Successful	Modify	Update retention from “8 years after contract award” to “6 years after contract award” R.C. 2305.06
G1017-41 Contracts	Modify	Update retention from “8 years after completion to “6 years after completion” R.C. 2305.06
G1017-48 Personnel Files	Add	Retention of “10 years after termination”
G1017-49 Personnel Medical Files	Add	Retention of “10 years after termination”

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

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

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

Recommendation of Bonnie Batchler, County Commissioner, to approve the following modifications to the Board of County Commissioners’ Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/09/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1010-04 Annual Information Statements	Remove	OMB creates and maintain these records. Series will be added to OMB schedule.
1010-05 Annual Reports	Modify	Update description to include “created by the Office of Public Information on behalf of the BCC”
1010-07 Appointments to Boards/Commissions	Modify	Update retention to add “Database of current appointments – continually updated”
1010-08 Appointment of Outside Legal Counsel (Joint Petition to Common Pleas Court)	Modify	Update retention from “Until audited” to “One year”
1010-10 Audit Reports	Modify	Update retention from “5 years” to “3 years”
1010-12 Bids – Successful	Modify	Update retention to include “Original maintained by department as part of contract”
1010-14 Bonds/Notes/Official Statements	Modify	Updated retention to specify “BCC Revenue and Project Bonds – Permanent. Other Departments/Agencies – Approval in Minutes; supporting documents maintained by Department/Agency”
1010-19 Clermont Cares Records	Modify	Update retention from “3 years” to “1 year”
1010-22 Department Head Meeting	Modify	Update description to remove “Department

Minutes		Weekly Reports”
1010-24 Department Special Programs/Projects and Presentations	Modify	Update retention to specify “1 year. Presentation/Project noted in Minutes (1010-35)”
1010-30 Regular Session Minutes	Remove	Combined with 1010-35 Journal into new category, since Minutes are part of the Journal.
1010-33 Grant Applications denied	Modify	Update description to “Grant Applications – Unsuccessful (BCC Only)” and retention from “1 year” to “See General Schedule”
1010-35 Journal	Modify	Update description to “Minutes of Regular Session / Journal of the BCC” and add further description “Official Record of the Board of County Commissioners. Includes Minutes of Sessions, and other official records as indicated throughout this schedule. (Informal Work Sessions ceased in 2012)”
1010-37 Litigation/Claims/Settlements	Modify	Updated description to include “In-County Counsel and Outside Counsel” and retention from “Permanent” to “12 years”
1010-38 Maintenance Bonds	Modify	Update retention from “Until release and acceptance of improvements” to “Approval recorded in Minutes/Journal (1010-35)”
1010-43 Opinions – Prosecuting Attorney	Modify	Update retention from “Permanent” to “12 years”
1010-47 BCC Policies/Procedures/Rules/Regulations/Long-Range Plans	Modify	Update retention from “Permanent” to “3 years after superseded”
1010-50 Public Defender Monthly Operating Expense Reports	Modify	Update retention from “Until audited” to “1 year”
1010-53 Receipt Book	Modify	Update retention from “Until audited” to “3 years”
1010-55 Road, Bridge, Ditch/Culvert, Mileage Reports of County Engineer	Modify	Update retention from “Maintained permanently in Journal” to “Report acknowledged in Minutes (1010-35), and maintained by Engineer”
1010-62 Travel Requests	Modify	Update retention from “Maintained permanently in Journal” to “Approval only recorded in Minutes (1010-35)”
1010-64 Building Permits/Certificates of Occupancy – county buildings	Remove	Maintained by Facilities Management
1010-65 Insurance	Remove	Maintained by Office of Management and

Policies/Plans/Contracts		Budget
1010-66 Liability and Health Insurance Acquisition Records/Renewal Reports	Modify	Update retention from "Permanent" to "Until superseded. Approval recorded in Minutes (1010-35)"
1010-68 Contracts	Modify	Update retention from "8 years after completion" to "Maintained permanently as part of Journal (1010-35)"
1010-71 Reports – Required by statute to be filed in BCC office	Modify	Update retention from "Until audited" to "3 years"
1010-85 Agenda Database	Add	Retention of "10 years"
1010-86 Petitions	Add	Retention of "3 years"
1010-73 through 1010-83 Office of Public Information records	Remove	These will be on a new Retention Schedule for OPI.

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

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

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

Recommendation of Mark Tekulve, Prosecutor, to approve the following modifications to the Prosecutor's Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/21/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1040-03 Bids – Successful	Modify	Update retention from "8 years after completion" to "6 years after completion"
1040-08 Contracts	Modify	Update retention from "8 years after completion" to "6 years after completion" R.C. 2305.06
1040-15 Email Messages	Modify	Update retention of Intermediate/General messages from "1 year" to "Until no longer of administrative value"
1040-39 Law Enforcement Trust Fund Records	Add	Retention of 3 years

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

5. IN RE: OFFICE OF MANAGEMENT AND BUDGET... MODIFICATION TO SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Emily Akers, Assistant Director, Office of Management and Budget, to approve the following modification to the Office of Management and Budget’s Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/28/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

SCHEDULE No.	CHANGE	DESCRIPTION
1300-19 Annual Information Statements	Add	Retention of “Life of longest term bond on the AIS, plus 3 years”

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

6. IN RE: OFFICE OF PUBLIC INFORMATION... NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Thomas Eigel, County Administrator, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/14/2023 pursuant to and in compliance with Section 149.38 of the Ohio Revised Code.

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

7. IN RE: MUNICIPAL CLERK OF COURT... NEW SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

Recommendation of Paul Kamphaus, Clerk of Municipal Court, to approve the new Records Retention Schedule (RC-2) and authorize the execution of the Records Retention Schedule dated 11/01/2023 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)

COVID-Related Public Records Lawsuit – Issue of whether Names/Addresses and potentially other information of the deceased are public record when part of a database of records that are public. Issue is now with the Ohio Supreme Court.

R.C. 2111.18 Probate Minor Settlements are now confidential. Updated with SB 202.

IN RE: ADJOURNMENT

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

Recommendation to adjourn the Clermont County Records Commission meeting at 2:02 PM.

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

6-4-24
DATE APPROVED