

**Meeting #1 – 2022**  
**Fairfield County Records Commission**  
**January 10, 2022**

**Review:**

The Records Commission met at 10:30 a.m. to discuss the details of the newly reestablished Records Commission due to the dissolution of the Data Board, as well as to review material related to records retention and disposition. Commissioner Jeff Fix called the meeting to order with the following members present: Kyle Witt, Dr. Carri Brown, and Lisa McKenzie. Also in attendance were Aundrea Cordle, Jeffrey Porter, Daniel Neeley, Thomas Lininger, Amy Brown-Thompson, Joshua Horacek, and Bennett Niceswanger.

- Welcome

Mr. Fix welcomed everyone to the first meeting of the reestablished Records Commission.

- Roll Call

Mr. Fix asked Mr. Niceswanger to take roll call.

Mr. Niceswanger took roll call of the voting members of the board. Clerk of Courts, Branden Meyer was not in attendance.

Ms. Cordle noted that the legal team was also present and included Mr. Lininger, Ms. Brown-Thompson, and Mr. Horacek.

- Old Business

N/A

- New Business

- a. Appointment of a Records Commission Secretary.

Ms. Cordle stated that Mr. Niceswanger was available to serve in the role of Records Commission Secretary.

Prosecutor Witt made a motion to appoint Bennett Niceswanger as the Records Commission Secretary. The motion was seconded by Auditor Brown. The motion carried.

- b. Approval of the new Records Commission Records Destruction Policy

Prosecutor Witt made a motion to approve the Records Commission Destruction Policy. The motion was seconded by Auditor Brown.

- c. Discussion of eligible member designees.

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Prosecutor Witt stated that he would have a designee from his office representing him in future Records Commission meetings.

Auditor Brown submitted a letter stating that she would have a designee from her office representing her in future Records Commission meetings.

- d. Approving schedule of meetings for the year
  - i. April 12
  - ii. July 19
  - iii. October 4
  - iv. 8:00 a.m.

Recorder McKenzie made a motion to adopt the proposed meeting schedule. Prosecutor Witt seconded the motion. The motion carried.

Ms. Cordle stated that Mr. Niceswanger would send out calendar invitations and reminders for future meetings.

Mr. Niceswanger stated there was an addition to the agenda. The previous week, the Fairfield County Sheriff's Office had sent an RC-3 to be reviewed by the board. The RC-3 was reviewed and compared with the Sheriff's Office current RC-2 and was consistent with retention dates.

Dr. Brown asked what the difference between the types of body cam footage was on the Sheriff's Office RC-3.

Mr. Witt stated it was related to the business conducted on the body cam footage.

Prosecutor Witt made a motion to approve the Sheriff's Office RC-3 as submitted. Auditor Brown seconded the motion. The motion carried.

- Next Meeting

The next meeting will be held on April 12, 2022, at 8:00 a.m.

Ms. Cordle stated that Mr. Niceswanger will send an email to department heads and elected officials to notify them of the Records Commission being reestablished and the meeting dates that have been identified for 2022. Mr. Niceswanger will also provide reminders to county departments about submitting their RC-3's before future meetings.

- Adjourn

Prosecutor Witt made a motion to adjourn at 10:42 a.m.