

**Meeting #2 – 2023**  
**Fairfield County Records Commission**  
**April 11, 2023**

**Review**

The Records Commission met at 8:32 a.m. in the Commissioners' Hearing Room located at 210 E. Main Street in Lancaster, OH to review material related to records retention and disposition. Commissioner Steve Davis called the meeting to order with the following members present: Steve Davis, Lisa McKenzie, Amy Brown-Thompson and Rachel Elsea. Also in attendance was Bennett Niceswanger.

**Roll Call**

Commissioner Davis asked Records Commission Secretary, Bennett Niceswanger, to take roll call.

Mr. Niceswanger took roll call of the voting members or their designees.

**Old Business**

To address the issue of the previously discussed "Recycling Day", Mr. Niceswanger suggested he meet with departments to go through their records and determine what can be destroyed per their current RC-2's in an effort to decrease the volume of records being transferred to the Records Center for storage. Mr. Niceswanger stated he could coordinate the transfer of records that are past their retention to the Records Center to prepare for their destruction.

Ms. Brown-Thompson asked if the retention schedule for surveillance tapes and videos was on the agenda.

Mr. Niceswanger stated that he spoke with IT Director, Dan Neeley, who requested the item be tabled until the July meeting.

Ms. Brown-Thompson asked that the Records Commission review the retention period for surveillance tapes and videos on the County General RC-2 at the next scheduled meeting in July, adding that the Records Commission must consider the time it would take to receive a public records request for the footage.

Commissioner Davis asked what the current retention period was for this record series.

Mr. Niceswanger stated it currently specifies "retain for one cycle", and added this definition is too vague and the new retention period should be more specific.

**New Business**

None.

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**Voting Pattern**

*Approval of Meeting Minutes*

On the motion of Amy Brown-Thompson and seconded by Lisa McKenzie, the Records Commission voted to approve the following:

- January 10, 2023 meeting minutes

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.

*Review of an RC-2*

Mr. Niceswanger stated that the proposed RC-2 for the Treasurer's Office includes three new foreclosure records.

On the motion of Rachel Elsea and seconded by Amy Brown-Thompson, the Records Commission voted to approve the following:

- Treasurer RC-2

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.

*Review of RC-3's*

Mr. Niceswanger stated that none of the RC-3's before the Records Commission required further review by the Ohio History Connection.

On the motion of Amy Brown-Thompson and seconded by Lisa McKenzie, the Records Commission voted to approve the following:

- Treasurer RC-3 (Paper records)
- Treasurer RC-3 (Electronic records)
- Job and Family Services RC-3
- Board of Commissioners RC-3
- Regional Planning Commission RC-3

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.

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**Next Meeting**

The next scheduled meeting of the Records Commission will be held on Tuesday, July 11, 2023, at 8:30 a.m. in the Commissioners' Hearing Room located at 210 E. Main Street in Lancaster, OH.

**Adjourn**

With no further business, on the motion of Amy Brown-Thompson and seconded by Rachel Elsea, the Records Commission voted to adjourn at 8:43 a.m.

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.