

Meeting #2 – 2022
Fairfield County Records Commission
April 12, 2022

Review:

The Records Commission met at 8:00 a.m. to review material related to records retention and disposition. Commissioner Jeff Fix called the meeting to order with the following members present: Josh Horacek, Rachel Elsea, Branden Meyer, Lisa McKenzie, and Bennett Niceswanger. Also in attendance were Jeff Porter and Dan Neeley.

Welcome

Commissioner Fix welcomed everyone to the meeting of the Records Commission.

Roll Call

Commissioner Fix asked Records Commission Secretary, Bennett Niceswanger, to take roll call. Mr. Niceswanger took roll call of the voting members and/or their designees.

Old Business

Bennett Niceswanger stated that he had received back approved RC-2's for the County General, Human Resources, Risk Management, Personnel, and Engineer. These RC-2's were submitted by the former Data Board in November of 2021.

New Business

Approval of RC-2 from the Transportation Improvement District

Bennett Niceswanger stated that he spoke with Cheryl Downour at the Engineer's Office and the only changes to note from the previous TID RC-2 are the changing of Record Series numbering and changing the media type to "multi" in an effort to reduce paper use and assist in records management.

With all members in favor, the Records Commission voted to approve the RC-2 from the Transportation Improvement District.

Approval of RC-3 from Fairfield County Board of Elections

Bennett Niceswanger stated that all RC-3's for review before the Records Commission today have been reviewed and compared with each departments current RC-2 by himself prior to the meeting, and all appeared to be in compliance with current retention schedules.

Clerk of Courts, Branden Meyer, asked if these records were held at the Records Center?

Mr. Niceswanger confirmed they were in storage at the Records Center.

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With all members in favor, the Records Commission voted to approve the RC-3 from the Fairfield County Board of Elections.

Approval of RC-3 from Fairfield County Juvenile Court

With all members in favor, the Records Commission voted to approve the RC-3 from the Fairfield County Juvenile Court.

Approval of RC-3 from Fairfield County Family, Adult and Children First Council

With all members in favor, the Records Commission voted to approve the RC-3 from the Fairfield County Family, Adult and Children First Council.

Creation of Records Commission Webpage

Bennett Niceswanger stated that all records-related material had recently been moved from the Information Technology page and is now being housed on its own separate page on the county website title “Records Commission”.

Next Meeting

The next meeting of the Records Commission is scheduled for Tuesday, July 19, 2022, at 8:00 a.m. in the Commissioners’ Hearing Room.

Adjourn

With no further business, the Records Commission voted to adjourn at 8:07 a.m.