

## Meeting #3 – 2023

### Fairfield County Records Commission

July 11, 2023

#### Review

The Records Commission met at 8:30 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, Branden Meyer, Amy Brown-Thompson, and Dr. Carri Brown. Also in attendance were Bennett Niceswanger, Jon Kochis and Dan Neeley.

#### 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. All members were present.

#### Old Business

Mr. Niceswanger stated he would like to conclude the discussions regarding the retention period for surveillance tapes/videos on the County General RC-2. He recommended to the Records Commission to retain the footage produced from surveillance tapes/videos for 30 calendar days. He also recommended adding into the language "Retain 30 calendar days provided no action pending" in the event the footage would need to be retained longer if there was an ongoing request. Mr. Niceswanger added that some agencies already have their own retention periods set for surveillance tapes/videos on their agencies records retention schedule (RC-2), and this would not impact their current schedules.

Ms. Brown-Thompson stated that originally it was discussed having the retention period be set at 15 calendar days but believed that period of time would be too short. She added that having a definitive number of days for the retention period is preferable, and was in favor of adding "provided no action pending", in the event of an ongoing request or investigation which required the footage.

Commissioner Davis asked what is meant by "provided no action pending."

Mr. Niceswanger stated that a "pending action" would include requests for the footage that were submitted before the end of the 30 calendar days. He added that this would prevent the destruction of the footage even after the 30 calendar days until the action had concluded.

Commissioner Davis asked what the current retention period is for surveillance tapes/videos.

Mr. Niceswanger stated it currently is "retain for 1 cycle then reuse".

Dan Neeley, County IT Director, stated that IT has the capability to set the footage to be automatically destroyed after 30 calendar days and can pull any footage that is requested and prevent it from being destroyed until the action has concluded.

**Meeting #3 – 2023**  
**Fairfield County Records Commission**  
**July 11, 2023**

Commissioner Davis asked if there would need to be an RC-3 submitted for review each time footage was to be deleted after 30 days.

Mr. Niceswanger explained that the Ohio History Connection may require an RC-3 be submitted before any footage is destroyed but that would be unlikely and added that the Ohio History Connection typically only requests review of records with historical value.

Commissioner Davis asked that the Records Commission be briefed at the next meeting regarding the approval and implementation of the new retention schedule for surveillance tapes/videos.

Jon Kochis, EMA and Facilities Director, thought it appropriate to have a policy in place that any requests for footage be forwarded to IT if another office is to receive it.

Ms. Brown-Thompson stated that if a request is submitted to an agency that does not retain the record, they may deny the request with the explanation that they do not retain that record.

**New Business**

None.

**Voting Pattern**

*Approval of Meeting Minutes*

On the motion of Branden Meyer and seconded by Lisa McKenzie, the Records Commission voted to approve the following:

- April 11, 2023 meeting minutes

Upon a voice vote, the motion was approved with 5 in favor, and 0 opposed.

*Review of an RC-2*

On the motion of Dr. Carri Brown and seconded by Amy Brown-Thompson, the Records Commission voted to approve the following:

- County General RC-2

Upon a voice vote, the motion was approved with 5 in favor, and 0 opposed.

**Meeting #3 – 2023**  
**Fairfield County Records Commission**  
**July 11, 2023**

**Next Meeting**

The next scheduled meeting of the Records Commission will be held on Tuesday, October 10, 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 Dr. Carri Brown and seconded by Steve Davis, the Records Commission voted to adjourn at 8:45 a.m.

Upon a voice vote, the motion was approved with 5 in favor, and 0 opposed.