

Meeting #3 – 2022
Fairfield County Records Commission
July 19, 2022

Review

The Records Commission met at 8:04 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 Jeff Fix called the meeting to order with the following members present: Josh Horacek, Rachel Elsea, Lisa McKenzie, and Bennett Niceswanger. Also in attendance were Todd McCullough 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.

Bennett Niceswanger took roll call of the voting members and/or their designees. Clerk of Courts, Branden Meyer, was absent.

Old Business

Bennett Niceswanger stated that he had received approved RC-3's for the Board of Elections, Family, Adult and Children First Council, and Juvenile Court from the Ohio History Connection. No items had been requested for transfer. He also received the approved RC-2 for the Transportation Improvement District, which has been posted to the Records Commission webpage on the County website. These documents were all submitted to the Ohio History Connection on April 14, 2022.

New Business

Review of RC-1

Bennett Niceswanger explained the difference between an RC-1 and an RC-3, and confirmed the documents contained within the RC-1 were all obsolete and no longer documents which are created by the agency.

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

- Fairfield County ADAMH Board RC-1

Upon a voice vote, the motion was approved with 4 in favor, 0 opposed, and 1 absent.

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Review of RC-3's

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

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

- Fairfield County ADAMH Board RC-3
- Fairfield County Board of Developmental Disabilities RC-3
- Fairfield County Juvenile Court RC-3
- Fairfield County Probate Court RC-3

Upon a voice vote, the motion was approved with 4 in favor, 0 opposed, and 1 absent.

Next Meeting

The next meeting of the Records Commission is scheduled for Tuesday, October 4, 2022, at 8:00 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 Lisa McKenzie and seconded by Josh Horacek, the Records Commission voted to adjourn at 8:08 a.m.