

Meeting #4 – 2022
Fairfield County Records Commission
October 4, 2022

Review

The Records Commission met at 8:00 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: Amy Brown-Thompson, Lisa McKenzie, Rachel Elsea and Bennett Niceswanger. Also in attendance were Dan Neeley and Steven Darnell.

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 not in attendance.

Old Business

Bennett Niceswanger stated that he had received the approved RC-1 for the ADAMH Board by the Ohio History Connection. ADAMH was informed of the approval and was provided a copy.

New Business

Amy Brown-Thompson stated she would begin serving as the new designee for the Prosecutor's Office.

Voting Pattern

Approval of Meeting Minutes

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

- January 10, 2022 meeting minutes
- April 12, 2022 meeting minutes
- July 19, 2022 meeting minutes

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

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Review of RC-1

Bennett Niceswanger explained the difference between an RC-1 and an RC-3.

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

- Fairfield County Clerk of Courts RC-1

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

Review of RC-2's

Bennett Niceswanger stated that the proposed RC-2 from the Board of Elections reflected the most recent suggested retention periods which is published by the Ohio Secretary of State.

Bennett Niceswanger also noted that the proposed RC-2 from the Sheriff's Office contains updates to records titles and descriptions, as well as retention periods.

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

- Fairfield County Board of Elections RC-2
- Fairfield County Sheriff's Office RC-2

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

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 comply with current retention schedules.

Bennett added that one of the RC-3's from the Board of Elections contained documents that were past their retention. A recent statewide public records request had placed the records on litigation hold. The Board of Elections is requesting the document be approved so the records may be destroyed once the litigation hold is lifted.

Amy Brown-Thompson stated that many municipalities have similar holds on their records and added that they are not sufficient requests. The Board of Elections will issue a response back and does not anticipate a follow-up request.

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Commissioner Fix asked if this was only affecting Fairfield County or if it was State-wide.

Amy stated this is likely Nation-wide. She anticipates the matter will be resolved shortly.

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

- Fairfield County Board of Elections RC-3
- Fairfield County Board of Elections RC-3 (litigation hold)
- Fairfield County Board of Developmental Disabilities RC-3
- Fairfield County Juvenile Court RC-3
- Fairfield County Probate Court RC-3
- Fairfield County Clerk of Courts Legal Department RC-3
- Fairfield County Clerk of Courts Title Department RC-3
- Fairfield County Regional Planning Commission RC-3

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

Approval of Meeting Dates for 2023

Amy Brown-Thompson suggested changing the meeting time from 8:00 a.m. to 8:30 a.m.

On the motion of Amy Brown-Thompson and seconded by Lisa McKenzie, the Records Commission voted to approve the following meetings dates and meeting time for 2023.

- Proposed dates
 1. January 10, 2023
 2. April 11, 2023
 3. July 11, 2023
 4. October 10, 2023
- Suggested time 8:30 a.m.

Bennett Niceswanger stated that he would send calendar invites for future meetings following the adjournment of the meeting.

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

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Next Meeting

The next meeting of the Records Commission is scheduled for Tuesday, January 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 Amy Brown-Thompson and seconded by Rachel Elsea, the Records Commission voted to adjourn at 8:08 a.m.