

Meeting #4 – 2023
Fairfield County Records Commission
October 10, 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: Commissioner, Steve Davis; Recorder, Lisa McKenzie; Clerk of Courts, Branden Meyer; Assistant Prosecuting Attorney and Prosecutor's designee, Amy Brown-Thompson; Communications Officer and Auditor's designee, Rachel Elsea. Also in attendance were Records Commission Secretary, Bennett Niceswanger; Information Technology Director, Dan Neeley; DD Communications Director, Anne Mikan; Assistant Prosecuting Attorney, Austin Lines; Facilities and EMA Director, Jon Kochis; Utilities Director, Tony Vogel; and Mark Conrad.

Roll Call

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

All members were present.

Old Business

Mr. Niceswanger provided an update for the retention period on the County General retention schedule for surveillance tapes/videos. The updated retention schedule was approved by the Ohio History Connection on August 1, 2023.

Director Neeley stated the system had been successfully updated to delete surveillance tapes/videos after 30 calendar days per the specifications of the retention schedule.

Commissioner Davis asked if some departments have different retention periods for their surveillance tapes/videos that would be affected by the change in the County General.

Mr. Niceswanger stated some agencies such as the Sheriff have different retention periods but this change would not impact any agency who has a preexisting retention period for surveillance tapes.

Commissioner Davis asked if video footage can be held if a request is submitted.

Director Kochis explained that an IT ticket can be submitted, and the footage can be held.

Commissioner Davis expressed concerns about a backlog of IT tickets and the footage not being retained in time.

New Business

None.

Voting Pattern

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Approval of Meeting Minutes

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

- July 11, 2023 meeting minutes

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

Approval of an RC-2

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

- Board of Developmental Disabilities RC-2

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

Approval of RC-3's

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

- Juvenile Court RC-3
- Clerk of Courts – Title RC-3

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

Approval of meeting dates for 2024

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

- Proposed dates:
 - January 8, 2024 – Reorganization meeting
 - January 9, 2024
 - April 9, 2024
 - July 9, 2024
 - October 8, 2024
- Suggested time and location:
 - 8:30 a.m. in the Commissioners' Hearing Room

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

Next Meeting

The next scheduled meeting of the Records Commission will be held on Monday, January 8, 2024, 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 Rachel Elsea and seconded by Steve Davis, the Records Commission voted to adjourn at 8:42 a.m.

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