

Records Commission Meeting – April 22, 2010

The Union County Records Commission meeting was held on April 22, 2010, in the Commissioners' hearing room. The meeting was called to order by Commissioner Charles A. Hall. In attendance on behalf of the Records Commission were Teresa Nickle, Clerk of Courts; Teresa Markham, Recorder; Mary H. Snider, Auditor; Stephen Badenhop, Records Commission Secretary and Records Center and Archives Coordinator. Others present included: Bill Buchanan, Treasurer's representative and Andrea Weaver, Auditor's representative.

Mary Snider moved that the previous minutes be approved. Charles Hall seconded and the motion carried.

Submitted for approval were RC-2 Forms, for the Board of Developmental Disabilities and the Council for Union County Families. Mary Snider requested the Receipts and Expenditures record series on the Council for Union County Families schedule be stricken, as the original record of receipts and expenditures is maintained by the Auditor's Office and the records held by Council for Union County Families is a duplicate copy of a record. Stephen Badenhop mentioned that record retention schedules had been drawn up for the Clerk of Courts, Common Pleas Court and Adult Parole Authority, but they were not required to be approved by the Records Commission due to Rule 26 of the Rules of Superintendence for the Courts of Ohio. Teresa Markham moved that the schedules be approved with the recommended change, which was seconded by Teresa Nickle. The motion carried.

Discussion was then held on changes to be made to the General Records Retention Schedule. Mary Snider recommend changing the retention period of Awards until no longer of administrative value. Records Center and Archives Coordinator, Stephen Badenhop, inquired about merging the record series of Correspondence (General) and Correspondence (Executive) into just a Correspondence record series with a two year retention. He explained the confusion caused by using the two different record series. Teresa Markham moved that the new General Record s Retention Schedule be approved with the recommended changes, which was seconded by Teresa Nickle. The motion carried.

Stephen Badenhop, in previous consultation with David Philips, Prosecuting Attorney, explained how record retention would work in regards to electronic mail. He stated that in agreement with the previous Records Commission meeting decision, all electronic mail would be maintained in electronic format for three years, and that all electronic mail records that could be classified into a record series with a retention period longer than three years should be printed or saved with its appropriate record series. He went on to explain that electronic mail that can be classified into a record series with a retention period of three years or less needs to be placed on the department's records disposal certificate. This would necessitate all departments in the electronic mail archiving system to submit a disposal certificate every year.

Stephen Badenhop then informed the Commission that the records requested back from the Ohio Historical Society had been returned, with a few exceptions, on April 20, including approximately 10.6 cubic feet of materials and 125 bound volumes. He asked if the commission would consent to sending a thank you letter to the Interim State Archivist and the Interim Assistant State Archivist with the signatures of all the members. All members agreed that it would be appropriate.

There being no other discussion Charles Hall moved to adjourn.

Stephen W. Badenhop

Records Commission Secretary