

## **Records Commission Meeting – April 25, 2017**

The Union County Records Commission meeting was held on April 25, 2017, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Charles Hall. In attendance on behalf of the Records Commission were Teresa Markham, Recorder; Teresa Nickle, Clerk of Courts; Andrea Weaver, Auditor and Stephen Badenhop, Records Commission Secretary and Records Center and Archives Coordinator. Others present included: Laura Michalak from Developmental Disabilities.

The meeting was called to order at 12:03pm by Chairman Charles Hall. Teresa Nickle moved that the previous minutes from the October 25, 2016, be approved. Teresa Markham seconded and the motion carried.

Submitted for approval was a One-Time Disposal for Obsolete Records (RC-1) from the Sheriff. Stephen Badenhop explained the obsolete record series that the Sheriff's Office requested to be disposed to the members of the Records Commission. Teresa Markham moved that the form be approved. Teresa Nickle seconded and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Law Library and the Land Reutilization Corporation. Stephen Badenhop explained the Land Reutilization Corporation is a special taxing district for records commission purposes, but they have requested to be placed under the County Records Commission, as they are allowed to do under current law. The Board of County Commissioners approved their request and as a result the Land Reutilization Corporation now falls under the jurisdiction of the County Records Commission. Stephen then explained the record retention schedules to the members of the Records Commission. Andrea Weaver moved that the schedules be approved. Teresa Nickle seconded and the motion carried.

Stephen Badenhop then presented a meetings policy for the County Records Commission. He stated that having a meetings policy was required by law and that it was necessary for the Records Commission to adopt a policy. The policy has to outline the rules and procedures for scheduling regular, special and emergency meetings of the County Records Commission. Teresa Nickle moved that the meeting policy be approved. Teresa Markham seconded and the motion carried. The policy is attached at the end of the minutes.

Stephen Badenhop then stated that the Records Commission also had to adopt a public records policy which is also required by law. He recommended that the Records Commission adopt the County Public Records Policy, as is found in the County Personnel Policy Manuel, as the Public Records Policy for the County Records Commission instead of creating a new policy. Teresa Markham moved that the County

Records Commission adopt the County Public Records Policy, as is found in the County Personnel Policy Manual, as the Public Records Policy for the Union County Records Commission. Andrew Weaver seconded and the motion carried.

There being no other discussion Andrea Weaver moved to adjourn. Teresa Markham seconded and the motion carried.

Stephen W. Badenhop

Records Commission Secretary

## RULES OF PUBLIC NOTICE FOR REGULAR, SPECIAL AND EMERGENCY MEETINGS OF THE UNION COUNTY RECORDS COMMISSION

### SECTION 1. NOTICES.

All notices to be posted under the following rules shall be posted and announced in the same fashion. Special meetings and emergency meeting notices shall be posted online on the Union County Board of County Commissioners' website. Special meeting and emergency meeting notices shall be posted in paper form inside the lobby of the Union County Records Center & Archives.

### SECTION 2. REGULAR MEETINGS.

The Union County Records Commission shall meet for regular meetings twice a year in the spring and fall, approximately six months apart. Regular meetings of the Commission will be held in the Union County Commissioners' Hearing Room unless otherwise specified on the meeting notice.

### SECTION 3. SPECIAL AND EMERGENCY MEETINGS.

Special meetings of the Union County Records Commission will be held at the call of any member of the Commission or by the Commission Secretary. The call for a special meeting shall specify the date, time, location and purpose or purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Secretary shall give notice of the date, time, location and purpose or purposes of a special meeting, other than an emergency meeting, by following the notice procedures set forth in Section 1 as early as practicable, but not later than twenty-four (24) hours before the time the meeting is to start.

If there is sufficient time to post twenty-four hour (24) notice, the Secretary shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of the emergency meeting shall consist of notifying all news media who have requested notice in writing of special or emergency meetings as soon as an emergency meeting has been called or if communications are not possible due to acts of God or similar conditions, as soon thereafter as is practicable.

### SECTION 4. NOTICE OF MEETINGS TO DISCUSS PARTICULAR BUSINESS

The Secretary shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed to any person who has requested such notice. If time permits, such notice shall be by mail, e-mail or as the Commission determines. Otherwise, telephone notice of such shall be given or, if so requested, by e-mail. A request for notice shall be in writing, shall state the requester's name, address, telephone number, e-mail address, if any, an indication of the type of notice preferred (regular mail or e-mail) and the nature of the public business of which the requester has a particular interest and desires notice. The request shall be accompanied by a payment on an annual fee of five dollars (\$5.00). Any request shall remain in force for one year and may be renewed by submitting a new request in writing with a new annual fee at the rate in effect at the time of the new request.

### SECTION 5. SPECIAL NOTICE REQUIRED BY LAW

When a particular form or method of notice is required by statute for a public meeting of the Commission, notice of the meeting shall be given in the form and manner prescribed by the statute, in addition to the notice otherwise required by these rules.

### SECTION 6. OTHER MEANS BY WHICH PERSONS MAY OBTAIN INFORMATION AS TO THE TIME, DATE, LOCATION, AND PURPOSE OF MEETINGS OF THE COMMISSION

Persons may determine the time, date, location and purpose of the meetings of the Commission by viewing the notices posted pursuant to Section 1 or by telephoning the Records Center and Archives Department.