

Records Commission Meeting – April 30, 2025

The Union County Records Commission meeting was held on April 30, 2025, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Dave Lawrence. In attendance on behalf of the Records Commission were Karen Riffle, Recorder; Andrea Weaver, Auditor; and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 10:43am by Chairperson Dave Lawrence. Andrea Weaver moved that the previous minutes from the October 23, 2024, meeting be approved. Karen Riffle seconded, and the motion carried.

Submitted for approval was an application for the One-Time Disposal of Obsolete Records (RC-1) from the Union County Sheriff. The application contained 911 system audio recordings from the previous 911 recording system that has since been replaced. Dave Lawrence moved that the One-Time Disposal of Obsolete Records form be approved. Andrea Weaver seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Auto Title Division and the Union County Department of Job and Family Services. Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. Dave Lawrence moved that the schedules be approved. Karen Riffle seconded, and the motion carried.

Stephen Badenhop informed the members of the Records Commission that the Ohio Supreme Court had revised Rule 26 in the Rules of Superintendence for the Courts of Ohio. Rule 26 specifically governs court records management and retention. This has been the first update to Rule 26 since 2001. He stated that he would be working on revising the record retention schedules for the Clerk of Courts, Common Pleas Court, and the Probate & Juvenile Courts to make their schedules compliant with the new Supreme Court guidelines. He hoped to have some, if not all, of them done for the next Records Commission meeting.

There being no other discussion Andrea Weaver moved to adjourn. Dave Lawrence seconded, and the motion carried.

Stephen W. Badenhop

Records Commission Secretary