

Special Records Commission Meeting – June 25, 2025

A special meeting of the Union County Records Commission was held on June 25, 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; Danielle Sullivan, Clerk of Courts; and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 11:03am by Chairperson Dave Lawrence.

Stephen Badenhop reported that the meeting was requested by Sheriff Mike Justice to make adjustments and changes to the Sheriff's Office Records Retention Schedule (RC-2) in preparation for union negotiations commencing next month. He then explained the updates and changes to the record retention schedule to the members of the Records Commission. Danielle Sullivan moved that the revised schedule be approved. Dave Lawrence seconded, and the motion carried.

There being no other business Andrea Weaver moved to adjourn. Karen Riffle seconded, and the motion carried.

Stephen W. Badenhop

Records Commission Secretary