

## **Records Commission Meeting – November 5, 2025**

The Union County Records Commission meeting was held on November 5, 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 11:13am by Chairperson Dave Lawrence. Dave Lawrence moved that the previous minutes from the April 30, 2025, meeting be approved. Karen Riffle seconded, and the motion carried. Dave Lawrence then moved that the previous minutes from the June 25, 2025, special records commission meeting be approved. Danielle Sullivan 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 internal investigation files that will be later added to Sheriff's Office records retention schedule next year, but they along with the Records Center wanted them to be destroyed in January next year due to the volume of records instead of maintaining them in storage for an additional year. Dave Lawrence moved that the One-Time Disposal of Obsolete Records form be approved. Danielle Sullivan seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Board of Elections, Clerk of Courts, Common Pleas Court, Health Department, Probate & Juvenile Courts and Prosecuting Attorney. Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. He informed the members of the Records Commission that the updates to the Clerk of Courts, Common Pleas Court and Probate & Juvenile Courts were due to the Ohio Supreme Court revising Rule 26 in the Rules of Superintendence for the Courts of Ohio. Rule 26 specifically governs court records management and retention. Danielle Sullivan moved that the schedules be approved. Dave Lawrence seconded, and the motion carried.

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

Stephen W. Badenhop

Records Commission Secretary