

Records Commission Meeting – April 29, 2026

The Union County Records Commission met on April 29, 2026, 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; Samantha Hobbs, Assistant Prosecuting Attorney, serving as designee for Prosecuting Attorney David Phillips; Cassie Rawlins from the Clerk of Courts' Office, and Stephen Badenhop, Records Commission Secretary and Director of Archives & Records Manager.

The meeting was called to order at 11:35am by Chairperson Dave Lawrence. Andrea Weaver moved that the previous minutes from the November 5, 2025, meeting be approved. Danielle Sullivan seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Coroner, Law Library, Sheriff, Soil & Water Conservation District and the county-wide General Records Retention Schedule. Stephen Badenhop then explained the updates and changes to the records retention schedules to the members of the Records Commission. Samantha Hobbs moved that the schedules be approved. Andrea Weaver seconded, and the motion carried.

Stephen Badenhop informed the members of the Records Commission that the Ohio History Connection (OHC) had restructured some of their staff and business processes. This has resulted in record retention schedules being returned from review from the Ohio History Connection from about 45 days before the reorganization to 120 days. He wanted the members to know that there would now be a longer waiting period than they were typically accustomed to in getting the schedules back from the Ohio History Connection.

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

Stephen W. Badenhop

Records Commission Secretary