

Records Commission Meeting – April 30, 2019

The Union County Records Commission meeting was held on April 30, 2019, 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; Andrea Weaver, Auditor and Stephen Badenhop, Records Commission Secretary and Records Center and Archives Coordinator. Others present included: Thayne Gray, Assistant Prosecuting Attorney; Bethany Bossaller, JFS representative; Letitia Rayl, Assistant County Administrator, Steve Stolte, County Commissioner; Christiane Schmenk, County Commissioner and Kelly Higgins County Commissioners' Clerk.

The meeting was called to order at 10:00am by Chairman Charles Hall. Teresa Markham moved that the previous minutes from the October 30, 2018, meeting be approved. Andrea Weaver 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 records from the Union County Dog Warden prior to the Sheriff's Office taking over responsibilities for the position. Andrea Weaver moved that the One-Time Disposal of Obsolete Records form be approved. Teresa Markham seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Auditor, Auto Title Division, Data Processing Board, Job and Family Services and Sheriff. Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. Andrea Weaver moved that the schedules be approved. Teresa Markham seconded, and the motion carried.

Stephen Badenhop then presented the Records Commission with a request from FamilySearch. FamilySearch has currently contracted with the county to digitize many county records. The service is free for the county, so long as FamilySearch can post the records online. In return, the county receives a free digital copy of the records to be used at their discretion. In 2010 and 2013, the Records Commission requested several county records be returned to Union County from the Ohio Historical Society. The Historical Society granted the request, but transferred the records into the custody of the County Records Commission instead of the originating office. FamilySearch has requested to image many of these records. A list of the records requested to be digitized was then presented to the members of the Records Commission.

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| • Auditor | Assessors' Accounts | 1893-1913 |
| • Auditor | Appraisal Records | 1853; 1859; 1870 |
| • Auditor | Delinquent Personnel Property | 1885-1886 |
| • Auditor | Liquor Tax Lists | 1904-1930 |
| • Children's Home | Meeting Minutes | 1937-1972 |
| • Clerk of Courts | Notaries' Commissions | 1929-1948 |

- Clerk of Courts Railroad Police Commissions 1907-1920
- Clerk of Courts Justice of Peace Records 1877-1957
- Probate Court Dockets 1820-1948
- Probate Court Bonds & Letters 1908-1942
- Probate Court Complete/Final Records 1854-1944
- Probate Court Inventory Records 1875-1885
- Probate Court Journals 1876-1942
- Probate Court Minister Licenses 1871-1941
- Probate Court Sale Bills 1920-1939
- Probate Court Will Records 1920-1950
- Sheriff Jail Registers 1927-1964
- Treasurer Road Tax Duplicates 1872-1884

Teresa Markham moved that FamilySearch be allowed to image the requested records. Andrew Weaver seconded, and the motion carried.

HB 139 was then discussed among the members of the Records Commission. ORC 149.43 exempts certain records from being disclosed to the public and these records were confidential in perpetuity. The House Bill lifts the access restrictions to the records enumerated in ORC 149.43 after 75 years. The legislation went into effect on April 7, 2019.

Stephen Badenhop then brought the Joint Recreational District to the attention of the Records Commission. The District is considered a special taxing district in terms of record commission governance, because it is composed of Union County, Paris Township and the City of Marysville. Since the District is bound exclusively in Union County, the District can apply to the County Commissioners to be placed under the County Records Commission. Stephen Badenhop reported that he is working with the District to have them designated to fall under the County Records Commission and is also working with them in developing a records retention schedule. He hoped to have the schedule completed and approved by the District at the end of May. He would like to schedule a special records commission meeting tentatively for June 12, at the end of the Data Processing Board meeting to review the schedule for the Joint Recreational District. The Commission gave their assent to the District being placed under the Records Commission and in having the special meeting.

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

Stephen W. Badenhop

Records Commission Secretary