

Records Commission Meeting – October 29, 2019

The Union County Records Commission meeting was held on October 29, 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; Teresa Nickle, Clerk of Courts; 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; Tim Hansley, County Administrator; Letitia Rayl, Assistant County Administrator, Steve Stolte, County Commissioner; Christiane Schmenk, County Commissioner; Kelly Higgins County Commissioners' Clerk and Tami Sowder, Central Ohio Youth Center representative.

The meeting was called to order at 10:00am by Chairman Charles Hall. Andrea Weaver moved that the previous minutes from the April 30, 2019, meeting be approved. Teresa Markham seconded, and the motion carried. Teresa Nickle moved that the minutes from the special meeting held on June 4, 2019, 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, Board of County Commissioners, Board of Elections, Board of Revision, Facilities, Human Resources and the county-wide General Records Retention Schedule. 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 Nickle seconded, and the motion carried.

Stephen Badenhop then explained future Auditor of State Bulletin 2019-003, which is regarding the Ohio Sunshine Laws and New Star Rating System. The proposed Auditor of State Bulletin, which is currently only in draft form, explains the enhanced auditing procedures for public records law compliance. A new star rating system has been developed as part of this to signify political subdivisions that are compliant with the minimum acceptable standards in state law – one-star – and those that have gone above and beyond the necessary standards – two to three stars. He went on to explain that as far as he knew everyone was already at a one-star level based on previous audits and that obtaining a two-star rating would just require some small adjustments to already existing operating procedures for most offices and departments. Trying to obtain a three-star level, he stated, would not be feasible based on the extra required workload. He went on to say that when the official announcement comes out from the State Auditor, he would pass the information along and assist with helping offices fulfill the requirements along with assisting those that wished to obtain two-star status.

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

Stephen W. Badenhop

Records Commission Secretary