

## **Records Commission Meeting – June 30, 2020**

The Union County Records Commission meeting was held on June 30, 2020, via Zoom meeting as allowed under House Bill 197 due to the declared COVID-19 Emergency Declaration. This meeting was the rescheduled regular Records Commission meeting from April 30, 2020 that was cancelled due to the COVID-19 pandemic.

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 Manager & Archivist.

The meeting was called to order at 10:34am by Chairman Charles Hall. Teresa Nickle moved that the previous minutes from October 29, 2019, and the cancelled April 30, 2020, meeting be approved. Teresa Markham seconded, and the motion carried.

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

Stephen Badenhop explained that he was working on the implementation of Auditor of State Bulletin 2019-003 with the department heads and elected officials to help in ensure compliance with its minimum acceptable standards. He stated that he had received preliminary indication from the State Auditor that the county had met the minimum acceptable standards and that now the Auditor of State was evaluating the county for compliance above and beyond the minimum acceptable standards. The minimum acceptable standards entitled the county to a one-star rating out of four, while additional compliance allotted a higher ranking and more stars. He believed the county would receive a two-star rating with a remote possibility of a three-star rating.

The members of the Records Commission thanked Teresa Markham for her sixteen years of service on the County Records Commission. She served as the secretary of the Records Commission from 2004 to 2009. She will be retiring on July 31, 2020, and this was her last Records Commission meeting.

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

Stephen W. Badenhop

Records Commission Secretary