

Records Commission Meeting – October 29, 2020

The Union County Records Commission meeting was held on October 29, 2020, in the Commissioners' Hearing Room. Commissioner Charles Hall attended the meeting by telephone as allowed under House Bill 197 due to the declared COVID-19 Emergency Declaration.

The meeting was called to order by Commissioner Charles Hall. In attendance on behalf of the Records Commission were Karen Riffle, Recorder; Teresa Nickle, Clerk of Courts and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 1:07pm by Chairperson Charles Hall. Teresa Nickle moved that the previous meeting minutes from June 30, 2020, be approved. Karen Riffle 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 Auto Title Department. The application contained log books that are no longer made by the Auto Title Department and are therefore no longer included on their record retention schedule. Charles Hall moved that the One-Time Disposal of Obsolete Records form be approved. Teresa Nickle seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Auditor, Board of Elections, Records Center and Archives, Records Commission, Regional Airport Authority and the Soil and Water Conservation District along with revision to 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. Charles Hall moved that the schedules be approved. Karen Riffle seconded, and the motion carried. Teresa Nickle inquired about whose responsibility it was to maintain the Coronavirus Aid, Relief and Economic Security Act (CARES) Records, whether it was the department or the Auditor's Office. After some discussion, the Commission concluded that it would be best that each office maintains what records it had in combination with the records maintained by the Auditor's Office. Stephen would send the recommendation out with the revised General Records Retention Schedule, which had been amended to include CARES Act Records with a five-year retention period.

Stephen Badenhop then presented a revised meetings policy for the County Records Commission. He stated that having a meetings policy was required by law and that it was necessary for the Records Commission to have a policy. The policy has to outline the rules and procedures for scheduling regular, special and emergency meetings of the County Records Commission. He said the revision just set the meeting months for the County Records Commission in April and October instead of just stating that the Commission would meeting in the spring and the fall. Teresa Nickle moved that the meeting policy be approved. Charles Hall seconded and the motion carried. The policy is attached at the end of the minutes.

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 the county had received a two-star rating out of four meaning that the county had met the minimum acceptable standard and had achieved some compliance above the minimum

acceptable standards. The rating was inline with his expectations. He said that in his communications with the auditor conducting the audit that there were some areas of weakness that could be improved upon. Stephen stated that he was planning on meeting with one of the Audit Managers to go over the audit and confirm what the auditing auditor had stated. However, he did want to go over what was in his understanding the recommended areas of improvement with the Records Commission.

He wanted to affirm that every public body – board or commission – needed to have a public meetings policy. Stephen said that per ORC 121.22(F) every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings, and the time, place and purpose of all special and emergency meetings. Next the state auditor was recommending that all elected officials complete their required public records training within the first year of taking office, as some wait until the end of their term to complete the training, which negated that purpose of the training. Everyone on the Commission agreed that taking the training within the first year was a good idea.

The last area of improvement was that in an effort to assist the public in making public records requests, the public office has publicized the name or office title of the records custodian and their contact information and that that person has received training on how to fulfill public records requests – taking public records training. Stephen inquired whether the members present would be open to the idea of placing that information in the “Contact Us” portion of the county website. He thought that the department, name, e-mail address along with the office’s public records policy, public meetings policy, if applicable, and public records training certificate could all be placed there as a one stop location for all that information. The members responded positively to the idea and thought it was worth pursuing. Stephen said he would follow-up with the other players involved in such a website addition and get their feedback.

The members of the Records Commission thanked Charles Hall for his many years of service as chairperson of the County Records Commission and thanked Teresa Nickle for her twelve years of service on the County Records Commission. Both will be retiring at the end of this year.

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

Stephen W. Badenhop

Records Commission Secretary



RULES OF PUBLIC NOTICE FOR REGULAR, SPECIAL AND EMERGENCY MEETINGS OF THE UNION COUNTY RECORDS COMMISSION

SECTION 1. NOTICES

All notices to be posted under the following rules shall be posted and announced in the same fashion. Special meetings and emergency meeting notices shall be posted online on the Union County Board of County Commissioners' website. Special meeting and emergency meeting notices shall be posted in paper form inside the lobby of the Union County Records Center & Archives.

SECTION 2. REGULAR MEETINGS

The Union County Records Commission will meet for regular meetings twice a year in April and October, approximately six months apart. Regular meetings of the Records Commission will be held in the Union County Commissioners' Hearing Room unless otherwise specified on the meeting notice.

SECTION 3. SPECIAL AND EMERGENCY MEETINGS

Special meetings of the Union County Records Commission will be held at the call of any member of the Commission or by the Commission Secretary. The call for a special meeting shall specify the date, time, location and purpose or purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Secretary shall give notice of the date, time, location and purpose or purposes of a special meeting, other than an emergency meeting, by following the notice procedures set forth in Section 1 as early as practicable, but not later than twenty-four (24) hours before the time the meeting is to start.

If there is sufficient time to post twenty-four hour (24) notice, the Secretary shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of the emergency meeting shall consist of notifying all news media who have requested notice in writing of special or emergency meetings as soon as an emergency meeting has been called or if communications are not possible due to acts of God or similar conditions, as soon thereafter as is practicable.

SECTION 4. NOTICE OF MEETINGS TO DISCUSS PARTICULAR BUSINESS

The Secretary shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed to any person who has requested such notice. If time permits, such notice shall be by mail, e-mail or as the Commission determines. Otherwise, telephone notice of such shall be given or, if so requested, by e-mail. A request for notice shall be in writing, shall state the requester's name, address, telephone number, e-mail address, if any, an indication of the type of notice preferred (regular mail or e-mail) and the nature of the public business of which the requester has a particular interest and desires notice. The request shall be accompanied by a payment on an annual fee of five dollars (\$5.00). Any request shall remain in force for one year and may be renewed by submitting a new request in writing with a new annual fee at the rate in effect at the time of the new request.

SECTION 5. SPECIAL NOTICE REQUIRED BY LAW

When a particular form or method of notice is required by statute for a public meeting of the Commission, notice of the meeting shall be given in the form and manner prescribed by the statute, in addition to the notice otherwise required by these rules.

SECTION 6. OTHER MEANS BY WHICH PERSONS MAY OBTAIN INFORMATION AS TO THE TIME, DATE, LOCATION, AND PURPOSE OF MEETINGS OF THE COMMISSION

Persons may determine the time, date, location and purpose of the meetings of the Commission by viewing the notices posted pursuant to Section 1 or by telephoning the Records Center and Archives Department.