

Records Commission Meeting – April 28, 2021

The Union County Records Commission meeting was held on April 28, 2021, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Christiane Schmenk. In attendance on behalf of the Records Commission were Karen Riffle, Recorder; Danielle Sullivan, Clerk of Courts and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 12:02pm by Chairperson Chris Schmenk. County Auditor Andrea Weaver sent Chief Budgetary Officer Phyllis Roberts to act as her designee for the meeting. Stephen Badenhop stated that the Union County Records Commission had never operated this way before with having designees, but he said that other counties operated with designees serving as members of the records commission instead of the individual elected official. He said that the statute creating the county records commission, ORC 149.38, neither specifically allowed nor disallowed the practice. Discussion followed and the members universally liked the idea of having designees. Karen Riffle moved that the county records commission allow members to select designees to serve in their stead, but only if members provided in writing who the designee would be to the records commission secretary beforehand. Chris Schmenk seconded, and the motion carried.

The records commission members welcomed Phyllis Roberts as a member of the county records commission acting on behalf of County Auditor Andrea Weaver. Auditor Weaver had supplied a letter to the records commission secretary before the meeting designating Chief Budgetary Officer Roberts as her representative.

Danielle Sullivan moved that the previous meeting minutes from October 29, 2020, be approved. Karen Riffle seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Probate & Juvenile Court and Sheriff along with a 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. Chris Schmenk moved that the schedules be approved. Phyllis Roberts seconded, and the motion carried.

Stephen Badenhop then inquired if the members would be receptive to the placement of the applications for the One-Time Disposal of Obsolete Records (RC-1) on the county website. He stated that in 2016 they had placed the Record Retention Schedules (RC-2) online without any issues or difficulty. He said that the Auditor of State, as part of their annual audit, queried every year whether any had been done or not. Stephen stated that placing them online would eliminate the auditors from having to ask about them every year. He said this had been the case with the Record Retention Schedules before and since their placement online it had removed a lot of the questions they normally had about them. The members decided that placing the applications online would be a good idea and gave their consent.

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

Stephen W. Badenhop

Records Commission Secretary

Record Retention Schedule (RC-2) Updates

April 28, 2021

County-Wide General Record Retention Schedule

G21-40	GovDeals/Auction Records <i>Records related to the selling of surplus and/or obsolete government assets either through Government Surplus Auctions or through an auctioneer service</i>	3 years, provided audit	Paper/Electronic	
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Probate & Juvenile Courts Record Retention Schedule

L.R. 10.02 L.R. 10.03 L.R. 26.02	Bar Applicant Interview Packets <i>Questionnaires and interview notes for attorneys for the bar</i>	3 years	Paper/Electronic	
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Sheriff Record Retention Schedule

S21-121	Physical Fitness Testing Records <i>Records related to the physical testing of employees for fitness of peace officer duty, including, but not limited to results, scheduling and waivers</i>	3 years, provided audit	Paper/Electronic	
S21-122	Range Records <i>Records documenting outside agency usage of the Union County Sheriff's Office Training Facility, including, but not limited to, agreements, invoices, receipts and waivers</i>	3 years, provided audit	Paper/Electronic	
S21-125	Snow Emergency Declarations <i>Records and documents related to the issuances snow emergency declarations in Union County</i>	3 years, provided audit	Paper/Electronic	

Sheriff Record Retention Schedule (Continued)

S21-401	<p>Application for Federal Firearms License (ATF Form 7/7CR) <i>Applications from businesses to sell firearms containing the business name, address and contact information</i></p>	1 year	Paper/Electronic	
S21-402	<p>Application for Tax Exempt Transfer and Registration of Firearm (ATF Form 5) <i>Applications that document the transfer ownership of a firearm from a family member to another family member or when a firearm is purchased from a dealer</i></p>	1 year	Paper/Electronic	
S21-409	<p>Report of Multiple Sale or Other Disposition of Pistols and Revolvers (ATF Form 3310.4) <i>Application listing the types of firearms being purchased that containing the business name and address, purchaser name and address and the initials of the reviewing law enforcement personnel. Also contains indication if application has been denied</i></p>	<p>Review and dispose within 20 days (18 USC § 923)</p>	Paper/Electronic	