

Records Commission Meeting – October 27, 2021

The Union County Records Commission meeting was held on October 27, 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; Andrea Weaver, Auditor and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 2:34pm by Chairperson Chris Schmenk. Andrea Weaver moved that the previous meeting minutes from April 28, 2021, be approved. Chris Schmenk seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Board of County Commissioners and Board of Elections. 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. Karen Riffle seconded, and the motion carried.

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

Stephen W. Badenhop

Records Commission Secretary

Record Retention Schedule (RC-2) Updates

October 27, 2021

Board of County Commissioners Records Retention Schedule

C21-05	Audio/Video Recordings <i>Audio and/or video recordings made during a Board of County Commissioners' hearing</i>	1 year	Audio/Video/ Electronic	
C21-10	Community Development Block (CDBG) Grant Records <i>Records related to the administrative and fiscal operations of the Community Development Block Grant, which seeks to fund infrastructure development</i>	Retain per instructions contained in final closeout letter	Paper/Electronic	
C21-14	Contract Files <i>Contains a record of legal agreements with individuals, organizations and/or entities to procure goods and/or services, including, but not limited to, correspondence, draft contracts and related materials in the creation, maintenance and execution of said legal agreements, also includes bid information and unsuccessful bids, if part of a bided contract</i>	6 years, after expiration (ORC 2305.06)	Paper	
C21-24	Subject Files <i>Records containing materials organized by topic containing, but not limited to, correspondence, memos, directives, publications, and other related materials that do not form a part of a Commissioners' resolution</i>	3 years, provided audit	Paper	

Board of Elections Records Retention Schedule

CBE21-09	Bids (Successful) <i>Contains publicizing, hearing and awarding of quoted bids to vendors for goods and/or services</i>	6 years after completion or expiration	Paper	
CBE21-120	Election Night Reporting <i>Documents related or used for election night reporting, including, but not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material</i>	Until digitized and quality control checked. If not digitized, maintain for 2 years	Paper	
CBE21-120E	Election Night Reporting <i>Documents related or used for election night reporting, including, but not limited to, test scripts, test reports, mock election instructions, mock election proofing material or candidate proofing material</i>	2 years	Electronic	