

Records Commission Meeting – October 19, 2022

The Union County Records Commission meeting was held on October 19, 2022, 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; Thayne Gray, Assistant Prosecutor and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 1:30pm by Chairperson Chris Schmenk. Andrea Weaver moved that the previous meeting minutes from April 27, 2022, be approved. Karen Riffle seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Board of Elections and Sheriff along with 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. Danielle Sullivan seconded, and the motion carried.

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

Stephen W. Badenhop

Records Commission Secretary