

Records Commission Meeting – April 26, 2023

The Union County Records Commission meeting was held on April 26, 2023, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Dave Lawrence. In attendance on behalf of the Records Commission were Karen Riffle, Recorder; Danielle Sullivan, Clerk of Courts; Chief Budgetary Officer Phyllis Roberts serving as a designee for County Auditor Andrea Weaver and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 1:30pm by Chairperson Dave Lawrence. Danielle Sullivan moved that the previous minutes from the October 19, 2022, meeting 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 Treasurer. The application contained records from the Union County Treasurer's Office that were discovered during the office clean-out as a part of the Treasurer's Office remodeling project. Karen Riffle moved that the One-Time Disposal of Obsolete Records form be approved. Danielle Sullivan seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Auto Title Division, Board of Elections, Marysville-Union County Port Authority and Treasurer. Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. Dave Lawrence moved that the schedules be approved. Phyllis Roberts seconded, and the motion carried.

Stephen Badenhop explained to the Records Commission that a Record Retention Schedule (RC-2) for the Union County Mental Health and Recovery Board was supposed to have been submitted today as well. However, the Mental Health and Recovery Board staff had some last-minute changes, requests and questions and it was decided to wait on presenting the schedule to the Records Commission until the next Records Commission meeting, so as not to rush the proposed changes, but to properly examine and discuss everything thoroughly.

There being no other discussion Dave Lawrence moved to adjourn. Phyllis Roberts seconded, and the motion carried.

Stephen W. Badenhop

Records Commission Secretary