

Records Commission Meeting – October 25, 2023

The Union County Records Commission meeting was held on October 25, 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; Andrea Weaver, Auditor; David Phillips, Prosecuting Attorney; Chris Wilson, serving a designee for Clerk of Courts Danielle Sullivan and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist.

The meeting was called to order at 11:00am by Chairperson Dave Lawrence. Andrea Weaver moved that the previous meeting minutes from April 26, 2023, be approved. Karen Riffle seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Clerk of Courts, Job and Family Services (JFS), Mental Health and Recovery Board, Probate and Juvenile Courts, Recorder, and Union County Agency Transportation Service (UCATS). Stephen Badenhop then explained the updates and changes to the record retention schedules to the members of the Records Commission. David Phillips requested an adjustment be made to the Job and Family Services (JFS) records retention schedule regarding contracts that was agreed upon by those present. Dave Lawrence moved that the schedules be approved with the amendment to the Job and Family Services records retention schedule. Andrea Weaver seconded, and the motion carried.

Stephen Badenhop stated that he had reviewed the Records Commission minutes from 2009 to present and extracted all of the local rules and policies that the Records Commission had passed from that time to present. He has formalized those policies and requested that the Records Commission review and approve them as being the official policies of the Union County Records Commission. He stated that policy 2009-01 needed to be adjusted for a statutory change that occurred in 2011. The revised policy should read as follows:

All offices and departments submitting a Certificate of Records Disposal (RC-3) form to the Ohio History Connection must first submit the Certificate of Records Disposal (RC-3) form to the Union County Records Manager & Archivist and Union County Records Commission Secretary for review and approval. The Union County Records Manager & Archivist or the Union County Records Commission Secretary will then forward the Certificate of Records Disposal (RC-3) form to the Ohio History Connection for review and approval.

Dave Lawrence moved that the policies be formalized and approved as the official policies of the Union County Records Commission along with amended policy 2009-01. Andrea Weaver seconded, and the motion carried.

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

Stephen W. Badenhop

Records Commission Secretary

**UNION COUNTY RECORDS COMMISSION CERTIFICATE OF RECORDS
DISPOSAL (RC-3) FORM POLICY**

All offices and departments submitting a Certificates of Records Disposal (RC-3) form to the Ohio History Connection must first submit the Certificate of Records Disposal (RC-3) form to the Union County Records Manager & Archivist and Union County Records Commission Secretary for review and approval. The Union County Records Manager & Archivist or the Union County Records Commission Secretary will then forward the Certificate of Records Disposal (RC-3) form to the Ohio History Connection for review and approval.

Enacted May 28, 2009

Amended October 25, 2023

SPECIAL TAXING DISTRICTS PLACEMENT UNDER THE JURISDICTION OF THE UNION COUNTY RECORDS COMMISSION POLICY

As allowed in Ohio Revised Code §149.412(B), a special taxing district, the territory of which is coextensive with the territorial limits of a county, upon mutual assent between the special taxing district and the board of county commissioners, may designate the county records commission as the records commission for the special taxing district. Such a designation authorizes the county records commission to exercise all of the duties and responsibilities of a special taxing district records commission. The mutual assent may be manifested in an agreement defining the terms and conditions under which the county records commission is to perform public records-related functions, including establishing records retention and destruction schedules, on behalf of the special taxing district.

- Union County Health Department April 29, 2014
- Union County Mental Health and Recovery Board April 29, 2014
- Union County Soil and Water Conservation District April 29, 2014
- Union County Council of Governments October 8, 2015
- Union County Land Reutilization Corporation April 13, 2017
- Union County Joint Recreation District May 28, 2019
- Union County Transportation Improvement District June 16, 2021
- Marysville-Union County Port Authority September 28, 2022

Enacted April 29, 2014

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.

Enacted April 25, 2017

Amended October 29, 2020

UNION COUNTY RECORDS COMMISSION PUBLIC RECORDS POLICY

The Union County Records Commission hereby adopts the Union County Public Records Policy as its public records policy, as it is found in the Union County Personnel Policy Manual and as it is amended and modified from time to time.

Enacted April 25, 2017

UNION COUNTY RECORDS COMMISSION DESIGNEE POLICY

The Union County Records Commission hereby allows designees to serve in the stead of the elected officials statutorily obligated to serve on the County Records Commission as defined in Ohio Revised Code §149.38. Elected officials who would like to appoint a designee to serve on the Union County Records Commission in their stead must submit in writing who the designee will be beforehand to the Union County Records Commission Secretary before every Records Commission meeting.

Enacted April 28, 2021