

Records Commission Meeting – October 23, 2024

The Union County Records Commission meeting was held on October 23, 2024, 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; Andrea Weaver, Auditor; David Phillips, Prosecuting Attorney; and Stephen Badenhop, Records Commission Secretary and Records Center Manager & Archivist. Also in attendance was Vanessa Humphrey from the Council for Union County Families.

The meeting was called to order at 11:00am by Chairperson Dave Lawrence. Danielle Sullivan moved that the previous minutes from the April 17, 2024, 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 Council for Union County Families. The application contained client records from the Council before they were digitized and placed in the Ohio Automated Service Coordination Information System (OASCIS). Dave Lawrence moved that the One-Time Disposal of Obsolete Records form be approved. David Phillips seconded, and the motion carried.

Submitted for approval were Record Retention Schedules (RC-2) from the Union County Auditor, Council for Union County Families, Board of County Commissioners (BCC), Board of Elections (BOE), Emergency Management Agency (EMA), General Health District, Human Resources, OneOhio Local Governance Committee, Sheriff, and the Soil & Water Conservation District (USWCD). 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. Andrea Weaver seconded, and the motion carried.

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

Stephen W. Badenhop

Records Commission Secretary