Records Commission Meeting – November 4, 2026

The Union County Records Commission met on November 4, 2026, in the Commissioners' Hearing Room. The meeting was called to order by Commissioner Shaun Bailey. In attendance on behalf of the Records Commission were Karen Riffle, Recorder; Andrea Weaver, Auditor; Danielle Sullivan, Clerk of Courts, and Stephen Badenhop, Records Commission Secretary and Director of Archives & Records Manager.

The meeting was called to order at 11:30am by Chairperson Shaun Bailey. Danielle Sullivan moved that the previous minutes from the April 29, 2026, meeting 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, Mental Health & Recovery Board and the Probate & Juvenile Courts. Stephen Badenhop then explained the updates and changes to the records retention schedules to the members of the Records Commission. Karen Riffle moved that the schedules be approved. Danielle Sullivan seconded, and the motion carried.

Stephen Badenhop informed the members of the Records Commission that after the restructuring at the Ohio History Connection (OHC) it was still taking 120 days for the record retention schedules to be returned to us from them. Statutorily OHC only has 60 days, while the Auditor of State has an additional 60 days, but OHC was taking most of the 120 days themselves, based on the signature dates from them and the Auditor of State. He wanted the members to be aware that it would still be a longer waiting period than they were typically accustomed to in getting the schedules back from the Ohio History Connection.

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

Stephen W. Badenhop

Records Commission Secretary