

## Data Board Minutes – February 1, 2017

Present:

	Jim Bahnsen
X	Gail Beck
	Judge Berens
X	Jillian Boone
X	Carri Brown
X	Amy Brown-Thompson
X	Randy Carter
X	Mark Conrad

	Jennifer Effinger
X	Josh Horacek
X	Michael Kaper
	Mike Kiger
	Beth Lane
X	Eric McCrady
	Lisa McKenzie
	Branden Meyer

X	Dan Neeley
X	Joe Nixon
X	Jerry Perrigo
	Jon Slater
	Kelly Turben
X	Gene Wood
	Rick Szabrak

Total present: 13

### 1. Approve RC-2 and RC-3 forms, Present Agreements

Form Type	Dept.	1 <sup>st</sup>	2 <sup>nd</sup>	In favor	Opposed	Abstain
RC-3	Clerk of Courts Legal	Josh	Dan	12	0	1 Branden
RC-3	Auditor	Jerry	Mike	13	0	0
RC-3	Commissioners	Gene	Branden	13	0	0
RC-3	Regional Planning Commission	Jillian	Eric	13	0	0
RC-3	Board of Elections	Jerry	Dan	13	0	0
RC-3	Treasurer	Gene	Josh	13	0	0
RC-3	Clerk of Courts Title	Carri	Jerry	12	0	1 Branden
RC-3	Sheriff	Carri	Josh	12	0	1 Jerry
RC-3	JFS	Jillian	Jerry	12	0	1 Dan
RC-3	Common Pleas	Dan	Branden	12	0	1 Jillian
Agreement	Commissioners and Health District	N/A	N/A	N/A	N/A	N/A
RC-2	Health District	Gene	Mike	13	0	0

### 2. New business

Mark: Many of the current schedules include a county-wide general schedule on the first few pages of their RC-2 forms. Many of the items on these schedules are for records that are now being scanned as part of Tyler Content Manager with MUNIS. Since these schedules need to be updated, we are going to create a new, separate RC-2 for County Wide General Schedules for these items, updating them for the scanning that is taking place, and then submit that schedule to the Data Board and then to Ohio History Connection Local Government Records Program for approval, so that we can update the record retention schedules for these

records in one schedule instead of updating all the individual RC-2 forms. Mark will produce this new schedule for submission.

Carri: The new domain, fairfieldcountyohio.gov, and the associated email addresses has been implemented successfully. Developmental Disabilities has requested that the not only be able to maintain their current FairfieldDD.com domain but also were wondering if fairfieldcountyohio.gov could be hidden from external viewers. Randy mentioned that this is not easy to do in the system. So a non-technical solution was proposed: have DD staff use an email signature that emphasizes the FairfieldDD.com branding.

The Engineer Department also maintained their domain, fceo.org .

Both of those agencies can keep their current emails and their current branding.

Mark: Ohio History Connection Local Government Records Program has updated their RC-1, RC-2, and RC-3 forms. Mark is going to make those forms available, along with instructions for their use, and request that all submissions to the Data Board use the new form.

3. Next Meeting: May 10, 2:00 PM, Commissioner Kiger's office

4. Adjourn	1 <sup>st</sup> Jerry	2 <sup>nd</sup> Joe	In favor 13	Opposed 0	Abstain 0
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