

Meeting #1 – 2024
Fairfield County Records Commission
January 9, 2024

Review

The Records Commission met at 8:35 a.m. in the Commissioners' Hearing Room located at 210 E. Main Street in Lancaster, OH to review material related to records retention and disposition. Commissioner Levacy called the meeting to order with the following members present: Commissioner, Dave Levacy; Auditor, Carri Brown; Clerk of Courts, Branden Meyer; Recorder, Lisa McKenzie; and Assistant Prosecuting Attorney, Amy Brown-Thompson. Also in attendance were Records Commission Secretary, Bennett Niceswanger; County Administrator, Aundrea Cordle; and Facilities & EMA Director, Jon Kochis.

Roll Call

Commissioner Levacy asked Records Commission Secretary Bennett Niceswanger to take roll call.

Bennett Niceswanger took roll call and all members or their designees were present.

Old Business

Clerk Meyer asked if he could still submit a formal letter appointing his designee to the Records Commission.

Mr. Niceswanger stated that Clerk Meyer could forward his letter at any time.

New Business

None.

Voting Pattern

Approval of Meeting Minutes

On the motion of Clerk of Courts Meyer and seconded by Amy Brown-Thompson, the Records Commission voted to approve the following:

- October 10, 2023 meeting minutes

Upon a voice vote, the motion was approved with 5 in favor and 0 opposed.

Review of an RC-2

Bennett Niceswanger stated that the proposed RC-2 from Facilities had minor changes and included the addition of storing records in both paper and electronic media format, as well as the addition of a record series for successful and unsuccessful bids. The proposed retention period for blueprints of county buildings would allow for the destruction of blueprints of buildings that have been demolished or are no longer owned by the county.

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On the motion of Recorder McKenzie and seconded by Auditor Brown, the Records Commission voted to approve the following:

- Facilities RC-2

Upon a voice vote, the motion was approved with 5 in favor and 0 opposed.

Review of RC-3's

Mr. Niceswanger stated that all RC-3's for review before the Records Commission today had been reviewed and compared with each department's current RC-2 by himself prior to the meeting, and all appeared to comply with current retention schedules. The RC-3's for the Sheriff and the Juvenile Court contained records which the Ohio History Connection have requested for further review.

On the motion of Amy Brown-Thompson and seconded by Clerk of Courts Meyer, the Records Commission voted to approve the following:

- Sheriff RC-3 (Requiring further review by OHC)
- Court of Common Pleas RC-3
- Juvenile Court RC-3
- Juvenile Court (Requiring further review by OHC)
- Probate Court RC-3

Upon a voice vote, the motion was approved with 5 in favor and 0 opposed.

Next Meeting

The next scheduled meeting of the Records Commission will be held on Tuesday, April 9, 2024, at 8:30 a.m. in the Commissioners' Hearing Room located at 210 E. Main Street in Lancaster, OH.

Adjourn

With no further business, on the motion of Clerk of Courts Meyer and seconded by Commissioner Levacy, the Records Commission voted to adjourn at 8:41 a.m.

Upon a voice vote, the motion was approved with 5 in favor and 0 opposed.