

Meeting #2 – 2024
Fairfield County Records Commission
April 9, 2024

Review

The Records Commission met at 8:30 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; Communications Officer, Rachel Elsea; Clerk of Courts, Branden Meyer; and Recorder, Lisa McKenzie. Also in attendance were Records Commission Secretary, Bennett Niceswanger; Utilities Director, Tony Vogel; IT Director, Dan Neeley; and JFS Deputy Director, Heather O'Keefe.

Roll Call

Commissioner Levacy asked Bennett Niceswanger to take roll call.

Bennett Niceswanger took roll call. All members, except representation from the Prosecutor's Office, were present.

Old Business

Mr. Niceswanger stated that the RC-2 (Retention Schedule) from the January meeting for Facilities, as well as the RC-3's (Certificate of Records Disposal) for the Sheriff and Juvenile Court, were sent to the Ohio History Connection (OHC) for review and they had since been approved.

New Business

None.

Voting Pattern

Approval of Meeting Minutes

On the motion of Lisa McKenzie and seconded by Dave Levacy, the Records Commission voted to approve the following:

- January 9, 2024 reorganization meeting minutes
- January 9, 2024 meeting minutes

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.

Review of an RC-2

Mr. Niceswanger stated that the proposed RC-2 from the Regional Planning Commission was done to update the current RC-2 which is over 10 years old. The proposed RC-2 allows for more records to be kept electronically and omits records series that are obsolete.

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Mr. Niceswanger also stated that the proposed RC-2 from the Sheriff's Office reflects the addition of one new record series, located on page 17, schedule number 24-104.5. The record series title is "Underspeed Vehicle Inspection Certificates/Vehicle Inspections/Logs and Data required for safe operation." Aside from this addition, the RC-2 remains the same.

On the motion of Rachel Elsea and seconded by Lisa McKenzie, the Records Commission voted to approve the following:

- Sheriff RC-2
- Regional Planning Commission RC-2

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.

Review of RC-3's

Mr. Niceswanger stated that all RC-3's for review before the Records Commission had been reviewed and compared with each department's current RC-2 prior to the meeting, and all appeared to comply with current retention schedules. The RC-3 for the Juvenile Court contains records which the Ohio History Connection has requested for further review, and a copy will be sent to the OHC for their review upon the conclusion of the meeting, pending its approval by the Records Commission.

On the motion of Rachel Elsea and seconded by Branden Meyer, the Records Commission voted to approve the following:

- Juvenile Court RC-3 (Requiring further review by OHC)
- Juvenile Court RC-3
- Board of Elections RC-3
- Developmental Disabilities RC-3
- Job and Family Services – Community Services RC-3

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.

Next Meeting

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

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Adjourn

With no further business, on the motion of Rachel Elsea and seconded by Lisa McKenzie, the Records Commission voted to adjourn at 8:34 a.m.

Upon a voice vote, the motion was approved with 4 in favor and 0 opposed.