

**Meeting #3 – 2024**  
**Fairfield County Records Commission**  
**July 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; Assistant Prosecuting Attorney, Amy Brown-Thompson; Chief Deputy Clerk of Courts, Michelle Carper; and Recorder, Lisa McKenzie. Also in attendance was Records Commission Secretary, Bennett Niceswanger.

**Roll Call**

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

**Old Business**

None.

**New Business**

None.

**Voting Pattern**

*Approval of Meeting Minutes*

On the motion of Amy Brown-Thompson and seconded by Lisa McKenzie, the Records Commission voted to approve the following:

- April 9, 2024 meeting minutes

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 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 Regional Planning Commission contains records of which the Ohio History Connection has requested further review. The RC-3 will be sent to the OHC upon the adjournment of the meeting pending its approval by the Records Commission.

On the motion of Rachel Elsea and seconded by Amy Brown-Thompson, the Records Commission voted to approve the following:

- Board of Election RC-3

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- Developmental Disabilities RC-3
- Regional Planning Commission RC-3 (Requiring further review by OHC)

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, October 8, 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 Amy Brown-Thompson and seconded by Lisa McKenzie, the Records Commission voted to adjourn at 8:32 a.m.

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