

Meeting #4 – 2024
Fairfield County Records Commission
October 8, 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; Clerk of Courts, Branden Meyer; and Deputy Recorder, Bill Squires. Also in attendance was Records Commission Secretary, Bennett Niceswanger, and Commissioner Steve Davis.

Roll Call

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

Old Business

None.

New Business

Amy Brown-Thompson brought up the issue of employees sending text messages on their personal phones that relate to county business and thus creating a public record. She added that it might also be appropriate to have a county policy explaining employee use of personal phones to conduct county business. Most of the communication would be transient and could be deleted normally.

Bennett Niceswanger stated that this has been a topic of discussion with the Ohio County Archivists and Records Managers Association, and they always advise not using personal phones to conduct county business in any situation.

Amy thinks the Records Commission should have a conversation with county IT about the steps moving forward.

Commissioner Davis stated that he would be concerned about a potential exposure, and that the records retention schedule was not being fully complied with. He thinks this issue needs addressed sooner rather than later.

Voting Pattern

Approval of Meeting Minutes

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

- July 9, 2024 meeting minutes

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

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Review of an RC-3

Mr. Niceswanger stated that the RC-3 for the Board of Developmental Disabilities had been reviewed and compared with the current RC-2 prior to the meeting, and all records contained appeared to comply with current retention schedules. Furthermore, the RC- does not require further review by the Ohio History Connection (OHC).

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

- Board of Developmental Disabilities RC-3

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

Review of an RC-2

Mr. Niceswanger stated that the proposed RC-2 from the Recorder updates the media type to allow for more electronic storage of records.

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

- Recorder RC-2

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

Review of an RC-1

Mr. Niceswanger stated that the proposed RC-1 from the Sheriff is due to the original server failing and no longer being able to access the original digital copy. A paper copy is available for reports as well as a digital archive in a read-only format.

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

- Sheriff RC-1

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

Approval of meeting dates for 2025

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

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- Proposed meeting dates for 2025:
 - January 7, 2025 – Reorganization meeting
 - January 7, 2025
 - April 8, 2025
 - July 8, 2025
 - October 7, 2025
- Suggested time and location:
 - 8:30 a.m. in the Commissioners' Hearing Room

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, January 7, 2025, 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 Branden Meyer, the Records Commission voted to adjourn at 8:47 a.m.

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