

# RECORDS COMMISSION MEETING MINUTES

September 25, 2008

3:00 PM

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## **CALL TO ORDER**

President, Board of Commissioners, Tim Bubb called the Licking County Records Commission meeting to order at 3:05 p.m. in the Donald D. Hill County Administration Building, Meeting Room D, 20 South Second Street, Newark, Ohio.

Commissioner Bubb welcomed everyone.

## **ROLL CALL**

### ***Members Present:***

Tim Bubb                      Gary Walters                      Terry Evans                      Bryan Long

***Members Absent:*** Ken Oswalt

***Records Commission Secretary:*** Pam Jones

### ***Others Present:***

Laurie Pitchford              Craig Pope                      Tony Stocco                      Terri Meek                      Jennifer Eveland  
Diana Brown                  William Bell                      Angie Koontz                      Chad Fuller                      Barb Luce

## **APPROVAL OF MINUTES**

Commissioner Bubb asked for corrections to the May 22, 2008 minutes. Being none, Mr. Walters made a motion to approve the minutes, Mr. Evans seconded. All were in favor. Motion carried.

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION (RC-2)**

### **1. Licking County Justice Center/Kitchen– NEW – Submitted by Rhonda Barcus**

Diana Brown informed the Records Commission Board this is the first time the kitchen department has submitted an RC-2 Form.

*Mr. Walters made a motion to approve the new RC-2 Form for the Licking County Justice Center.*

*Mr. Long seconded the motion.*

*All were in favor. Motion carried.*

### **2. Licking County Transit Board- REVISED – Submitted by Cathy Sheets and Laurie Pitchford**

Ms. Pitchford explained the Transit Board needed to revise the Records Retention Schedule due to the electronic changes at Job and Family Services Dept.

*Mr. Walters made a motion to approve the revised RC-2 Form for the Licking County Transit Board.*

*Mr. Evans seconded the motion.*

*All members were in favor. Motion carried.*

### **3. Licking County Job and Family Services–REVISED -Submitted by Craig Pope**

Mr. Pope explained there were additions added to the RC-2 Form due to the new imaging program staff is currently using.

*Mr. Long made a motion to approve the revised schedule.*

*Mr. Walters seconded the motion.*

*All were in favor. Motion carried.*

### **4. Licking County Justice Center/Accreditation– REVISED – Submitted by Diana Brown**

Ms. Brown explained there were additions to the document.

*Mr. Walters made a motion to approve the Justice Center/Accreditation Dept. revised RC-2 Form.*

*Mr. Evans seconded the motion.*

*All were in favor. Motion carried.*

## **5. Licking County Justice Center/Inmate– REVISED – Submitted by Jennifer Eveland**

Ms. Eveland explained there were additions to the document and therefore needed approval from the Records Commission Board.

*Mr. Evans made a motion to approve the RC-2 Form.*

*Mr. Walters seconded the motion.*

*All were in favor. Motion carried.*

## **6. Licking County Justice Center/Commissary– REVISED – Submitted by Terri Meek**

Ms. Meek added two new items to the Commissary Departments RC-2 Form.

*Mr. Long made a motion to approve the Commissary Departments RC-2 Form.*

*Mr. Walters seconded the motion.*

*All were in favor. Motion carried.*

## **REQUESTS FOR ONE-TIME RECORDS DISPOSAL (RC-1)**

1) Licking County Job and Family Services

Mr. Pope submitted a routine annual RC-1 form to the Records Commission to destroy deceased client case records. These records have been microfilmed for retention purposes.

*Mr. Evans made a motion to approve the RC-1 Form.*

*Mr. Walters seconded the motion.*

*All were in favor. Motion carried.*

## **CERTIFICATE OF RECORDS DISPOSAL (RC-3)**

These documents are provided to the Records Commission Board for informational purposes only.

- 1) Licking County Planning Commission – Community Development
- 2) Licking County Justice Center-Commissary Dept.
- 3) Licking County Justice Center-Inmate Programs
- 4) Licking County Justice Center – Accreditation
- 5) Licking County Health Dept. – WIC
- 6) Licking County Treasurer’s Office
- 7) Licking County Human Resources
- 8) Licking County Clerk of Courts – Title Division
- 9) Licking County Health Dept. - Administrative

## **OTHER BUSINESS**

**1. Licking County Homeland Security and Emergency Management – FEMA’s Disaster Assistance Policy** - This document was provided to the Records Commission Board by Jeff Walker, Director of Licking Homeland Security and Emergency Management. The policy provides guidance for determining the eligibility of collections and individual objects, and the eligible work and costs related to the treatment of these collections and individual objects. Board members will review the policy and they may contact Jeff Walker with questions regarding the document.

### **2. Licking County Records Disposal Update**

The Records office shredded documents for the following departments:

- 1) Treasurer Office    2) Clerk of Courts    3) Prosecutor’s Office    4) Sheriff’s Office    5) Health Dept.

### **3. Records Commission Manager/Archivist Job Update**

Commissioner Bubb reported they are making progress. Interviewed three of the final candidates. All were outstanding candidates. Second interviews will be conducted soon and the individual should be hire by the end of October.

#### **4. Archiving e-mail for Records Retention Requirements**

Mr. Chad Fuller, Director of the IT Department briefly explained the e-mail extender product that was purchased for \$10,000.00. The e-mail archiving system replicates every email that traverses the main server and stores it in a shared repository. At the time of archival, each message is date/time stamped and indexed by the system. Ms. Angie Koontz, IT Department reviewed each department's retention schedule to find commonalities that could be applied to the countywide policy. Based on these findings, it was determined to save e-mail for the minimum of five years. This was the longest retention period for many of the county agencies. Emails will automatically be kept for five years without any user interaction. To ensure compliance, two additional categories were created. 5-25 Years – User Specified and Permanent Archive – User specified. Mr. Fuller and Ms Koontz asked the Records Commission to adopt an email retention policy for Licking County. 1) The policy can be customized if preferred 2) Ensure the proper handling, disposal, and retrieval of email records 3) Eliminate risk and liability associated with improper handling of email records. The IT Department will need to educate the departments on the new e-mail policy if approved.

Before adopting a countywide email policy – Recommendation from Assistant Prosecutor Anthony Stocco: Receive advice from the Prosecutors office regarding retention time frames for each department in the county.

#### **ADJOURNMENT**

*Mr. Walters made a motion to adjourn.*

*Mr. Evans seconded the motion.*

*All members were in favor. Motion carried.*

*Meeting adjourned at 3:30 PM*

Respectfully submitted by: Pam Jones Deputy Clerk  
Secretary-Licking County Records Commission