

RECORDS COMMISSION MEETING MINUTES

February 28, 2008

3:00 PM

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

Members Absent: Bryan Long, Ken Oswalt

Records Commission Secretary: Pam Jones

Others Present:

Barb Lanthorn Craig Pope Karissa Cooper Judy Edwards Bev Adzic
Nola Rogers Greg Crist

APPROVAL OF MINUTES

Commissioner Bubb asked for any corrections to the September 13, 2007 minutes. Being none, Mr. Evans made a motion to approve the minutes, Mr. Walters seconded. All were in favor. Motion carried.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION (RC-2)

1. Prosecutor's Office – Civil Division – Revised – Submitted by Tony Stocco

Mr. Stocco explained the Civil Division office revised their RC-2 Form to add different retention periods for specific types of records.

Mr. Walters made a motion to approve the revised RC-2 Form for the Licking County Prosecutor's Civil Division Office.

Mr. Evans seconded the motion.

All were in favor. Motion carried.

2. Licking County Commissioners Office - Revised – Submitted by Bev Adzic.

Ms. Adzic explained after reviewing the current records held in the Commissioners office, two new items needed to be included on the RC-2 Form that were left off the original RC-2 form.

Mr. Walters made a motion to approve the revised RC-2 Form for the Licking County Commissioners Office.

Mr. Evans seconded the motion.

All members were in favor. Motion carried.

3. Health Department–Revised -Submitted by Joe Ebel/Barb Lanthorn

Ms. Lanthorn explained the Health Department is submitting a revised RC-2 form to include the WIC Program.

Mr. Evans made a motion to approve the revised schedule to include the WIC Program.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

4. Licking County Job and Family Services– Revised – Craig Pope

Mr. Pope explained there were additions to the entire document.

Mr. Evans made a motion to approve the Job and Family Services revised RC-2 Form.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

5. Clerk of Courts – Title Division – Gary Walters

Mr. Walters explained records of the County Courts are subject to the Ohio Supreme Court's Rule 26 to 26.05 of the Rules of Superintendence. The Title Department does follow the Ohio County Records law. The submitted RC-2 form is self-explanatory and the retention periods reflect the timeframes the records are to be destroyed.

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

Mr. Evans seconded the motion.

All were in favor. Motion carried.

6. Licking County Animal Shelter – RC-2 – Korie Glover

Pam Jones informed the members Ms. Glover was unable to attend the meeting due to an emergency at the animal shelter. Ms. Glover added and removed record titles and description and also changed some of the retention period on the RC-2 form.

Mr. Evans made a motion to approve the Animal Shelter's RC-2 Form.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

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

None

CERTIFICATE OF RECORDS DISPOSAL (RC-3)

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

- 1) Licking County Planning Commission
- 2) Licking County Planning Commission (Community Development)
- 3) Licking County Department Job and Family Services
- 4) Licking County Prosecutor's Office – Delinquent Tax Department
- 5) Licking County Prosecutor's – Juvenile Division
- 6) Licking County Auditors Office

OTHER BUSINESS

1. Records Center Status

Commissioner Bubb stated the Commissioners are looking at potential sites. Commissioners would like the Records Center to become a reality in 2008.

2. Amendment to Public Records Release Policy

Ms. Judy Edwards, Licking County Prosecutors' office, explained to the Board members, according to the most recent Auditor of State's Bulletin, the current Licking County Public Records Release Policy is not correct. Instead of stating all requests for public records must either be satisfied or be acknowledged in writing within three business days following the department's receipt of the request, it should state, if records need to be researched or reviewed, you will receive a written response of the estimated preparation time. All Elected officials/Department heads and staff will need to sign a new Public Records Release Policy. Also, a new poster will need to be sent to all departments reflecting the new change. Ms. Jones will make the necessary corrections to the Public Release Policy and Poster and send to all departments for signature.

3. Court Case in Hamilton County

Ms. Edwards briefly informed the Board members of an identity theft court case in Hamilton County where a woman who claimed her identity was stolen after a traffic citation was posted on the Hamilton County Clerk of Courts website lost an attempt in federal appeals court to reinstate her lawsuit. The judges believed it would open Pandora's box of claims...a step they were unwilling to take.

4. Temporary Records Release Request

Nola Roger, representative of the Licking County Genealogy Society, asked the Boards permission to borrow the Children's Home and Senior Home Books. The Genealogy society would like to make electronic files of these records. The books would be kept under lock and key. The Licking County Recorder's office and Commissioners staff will research who actually holds the files and will contact Ms. Rogers with an answer in the next few days.

ADJOURNMENT

Mr. Walters made a motion to adjourn.

Mr. Evans seconded the motion.

All members were in favor. Motion carried.

Meeting adjourned at 3:45 PM

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