

RECORDS COMMISSION MEETING MINUTES

February 2, 2009

3:00 PM

CALL TO ORDER

President, Board of Commissioners, Tim Bubb called the Licking County Records Commission meeting to order at 3:00 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, J. Terry Evans, & Gary Walters

Members Absent: Bryan Long & Ken Oswalt

Records Commission Secretary: Pam Jones

Others Present:

- | | | |
|--------------------|----------------|----------------|
| ▪ Katy Klettlinger | ▪ Greg Crist | ▪ Galen Roush |
| ▪ Brad Feightner | ▪ Chad Fuller | ▪ Andrew Santo |
| ▪ Diana Brown | ▪ Rob Klinger | ▪ Bruce Smith |
| ▪ Larry Bryson | ▪ Angie Koontz | ▪ Erin Welch |
| ▪ Karissa Cooper | ▪ Phil Koontz | |
| ▪ Kelli Cottrell | ▪ Barb Luce | |

APPROVAL OF MINUTES

Commissioner Bubb asked for corrections to the September 25, 2008 minutes.

Being none, Mr. Evans made a motion to approve the minutes, Mr. Walters seconded. All were in favor. Motion carried.

APPROVAL APPOINTMENT OF KATY L. W. KLETTLINGER AS RECORDS COMMISSION SECRETARY

Mr. Walters made a motion to approve the appointment of Katy L. W. Klettlinger as Records Commission Secretary, Mr. Evans seconded.

Commissioner Bubb introduced Ms. Klettlinger to the meeting attendees.

All were in favor. Motion carried.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION (RC-2)

1. Licking County Justice Center/Accreditation– Revision – Submitted by Diana Brown

Ms. Brown explained that the records series, Civilian Records Checks, was previously not included in the department's records schedule.

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

Mr. Walters seconded the motion.

All were in favor. Motion carried.

2. Licking County Sheriff/Medical - REVISED – Submitted by Andy Santo

Ms. Klettlinger stated the inclusive dates of records were excluded from the Records Title and Description Column and that electronic media type was added to the records series, Inmate Medical Records.

Mr. Walters made a motion to approve the revised RC-2 Form for the Licking Sheriff-Medical.

Mr. Evans seconded the motion.

All members were in favor. Motion carried.

3. Licking County Park District–New -Submitted by Karissa Cooper

Ms. Cooper explained that this is the department's first schedule and that Katy Klettlinger assisted her in creating it.

Ms. Klettlinger explained that the records series listed are department specific and general records that needed to be weeded by the department during their records inventory.

Mr. Evans made a motion to approve the revised schedule.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

4. Licking County Safety– New – Submitted by Phil Koontz

Mr. Koontz explained that while most Safety Department retain all records permanently; the schedule was created for records specific to his department.

Ms. Klettlinger stated that the schedule was made to comply with state law.

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 CSEA– REVISED – Submitted by Bruce Smith

Mr. Smith explained that the revision was made to reflect the adoption of imaging software.

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

Mr. Evans seconded the motion.

All were in favor. Motion carried.

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

1) None

CERTIFICATE OF RECORDS DISPOSAL (RC-3)

- 1) County Auditor - *Three Forms Filed: September 24, 2008, October 23, 2008, & January 20, 2009*
- 2) County Human Resources
- 3) County Sheriff-Medical
- 4) County Sheriff-Jail Records
- 5) County Sheriff-Pay-to-Stay
- 6) County CSEA

Ms. Klettlinger stated that the forms were on the agenda for informational purposes only. No action by the commission was needed.

OTHER BUSINESS

1. Licking County Records Disposal Update

Mr. Greg Crist, on behalf of the Recorder's Office, informed commission members and those present that forty boxes of Sheriff Department Records and Clerk of Courts Records were shredded. He also stated that more records from the Sheriff's Office would be shredded at the end of the month.

Ms. Brown added that the records schedule for shredding at the end of the month would be put on hold temporarily.

2. General Records Schedule Discussion

Ms. Klettlinger requested that a motion be passed to approve the creation of a general records schedule countywide. Ms. Klettlinger explained a general records retention schedule would list records created by all departments on one schedule for the county to follow.

Mr. Walters asked if this schedule would affect the Clerk of Courts Office because they follow Rule 26. Ms. Klettlinger noted that the Clerk of Courts would not be affected.

Ms. Barb Luce asked how this would affect department with their own boards.

Ms. Klettlinger amended her request to create the schedule only for departments, which fall under the supervision of the Board of County Commissioner's.

Mr. Evans made a motion to allow the records commission secretary to draft a general retention schedule for review at the next records Commission meeting.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

3. Approval of Courthouse Attic Plan & Update

Ms. Klettlinger requested a motion be made to approve of the Courthouse Attic Plan. The project was begun on January 8 with staff from the Clerk of Courts and Recorder's Office. Ms. Klettlinger stated that unified support of the plan would be beneficial.

Mr. Walters stated more progress on this project has been made in one month than over his eight years as clerk.

Ms. Klettlinger also informed meeting attendees that 300 boxes have been inventoried to date.

Commissioner Bubb relayed his gratitude to judges located at the courthouse for distributing a memorandum preventing departments located in the courthouse from moving records to the attic in the future.

Mr. Walters made a motion to officially approve the Courthouse Attic Plan.

Mr. Evans seconded the motion.

All were in favor. Motion carried.

4. Approval of Local Rule to require all departments to submit RC-3 forms to Records Commission Secretary for review before sent to the Ohio Historical Society

Ms. Klettlinger requested that a local rule be put in place to allow her to review all RC-3 forms before they are sent to the Ohio Historical Society. Ms. Klettlinger explained that this measure would benefit departments by insuring that forms are filled out correctly and that she would serve as the county liaison to the Ohio Historical Society on the department's behalf if questions regarding the forms arose.

Ms. Klettlinger stated that she practiced the rule with Mr. Andy Santo. Mr. Santo expressed that he favored the rule because his department learned more about the process and made needed corrections to their retention schedule as a result.

Commissioner Bubb asked if a formal rule had been written.

Ms. Klettlinger said that the rule was only in bullet form.

Commissioner Bubb requested that an official rule be written for the commission to approve.

Ms. Jones revised Ms. Klettlinger's requested motion to allow her approval to officially write the rule for the commission to review at the next meeting.

Commissioner Bubb stated Ms. Klettlinger had the consensus of the board to draw up this rule for the next meeting and a motion was not needed.

5. Department Records Inventory Discussion

Ms. Klettlinger explained that she wanted input from members of the records commission regarding how to go forth to having departments inventory their records because a records inventory is a crucial step that must be taken before the county decides create a records center in the future. Ms. Klettlinger stated that she was concerned because some departments may not fully support creating inventories. Options for inventorying could be all of a department's records or only records with a retention period of ten years or longer.

Commissioner Bubb asked if inventory was a legal requirement. Ms. Klettlinger stated no, and this is why she was seeking advice from the commission.

Mr. Walters asked if this step was a necessity; Ms. Klettlinger stated that an inventory is important because it will determine the size a records facility.

Commissioner Bubb confirmed that the inventories would comprise of linear feet and Ms. Klettlinger stated this was correct.

Mr. Walters explained that his department has already created this type of inventory and that is was an easy task to accomplish.

Ms. Klettlinger stated that a 10 year plus retention period survey was ideal because the inventory will contain permanent records.

Ms. Jones stated this was done in the past, but another inventory should be done.

Ms. Klettlinger stated another inventory should be carried because records can grow up to 20% per year.

Commissioner Bubb asked if this would be a yearly exercise. Ms. Klettlinger stated that the inventory would be completed one time and when it should be completed will depend on when the county decides to create a building.

The commission decided to not carry forth with the creation of inventories until the construction of a building begins at a future date.

6. Archiving e-mail for Records Retention Requirements

Mr. Chad Fuller requested support from the records commission to adopt a policy for county email.

Ms. Klettlinger stated that she had talked to Mr. Ken Oswalt about this and that he supported the five-year retention period for email.

Mr. Fuller stated he had a five-year retention period that was mandatory and then two optional retention periods of twenty years and permanent.

Mr. Fuller requested a letter from the commission to support and explain the policy.

Commissioner Bubb directed Ms. Klettlinger to compose the letter on behalf of the records commission.

Mr. Evans made a motion to direct Ms. Klettlinger to create a letter addressing the retention of county email.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

ADJOURNMENT

The meeting adjourned at 3:33 p.m.

Respectfully submitted by: Katy Klettlinger, Records/Archives Coordinator
Secretary-Licking County Records Commission