

**RECORDS COMMISSION MEETING MINUTES**  
**January 7, 2010**  
**1:30 PM**

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**CALL TO ORDER**

President, Board of Commissioners, Tim Bubb called the Licking County Records Commission meeting to order at 1:30 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, Ken Oswald, & Gary Walters

***Members Absent:*** Bryan Long

***Records Commission Secretary:*** Katy Klettlinger (present)

***Others Present:***

Pam Jones

Laurie Pitchford

Deborah Stevens

Angie Koontz

Bruce Smith

Tony Stocco

Barb Luce

Angie Spray

**APPROVAL OF MINUTES**

Commissioner Bubb asked for corrections to the September 14, 2009 minutes.

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

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

**1. Licking County Prosecutor's Office, Civil Division– Amended Schedule- Submitted by Tony Stucco**

Mr. Stucco told commission members the retention schedule was revised to update needed records series and create a new organizational structure for effective records management by destroying between 200-300 boxes of records past their retention periods.

*Mr. Walters made a motion to approve the new RC-2 form for the Licking County Prosecutor's Office, Civil Division.*

*Mr. Oswald seconded the motion.*

*All present were in favor by roll call vote. Motion carried.*

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

**1. Licking County Board of Developmental Disabilities– Amended Schedule- Submitted by Barb Luce**

Ms. Luce explained to the board that records series listed on the RC-1 were no longer needed according state regulations and is now considered obsolete since they have been audited.

*Mr. Evans made a motion to approve the RC-1 form submission for the Licking County Board of Developmental Disabilities.*

*Mr. Walters seconded the motion.*

*All present members were in favor by roll call vote. Motion carried.*

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

### **2. Licking County Transit Board– Amended Schedule- Submitted by Laurie Pitchford**

Mr. Pitchford expressed to the commission members the reschedule was amended to add missed records series that were not placed on latest retention schedule revision last year.

Mr. Bubb asked if any other retention periods in addition to the new records series have changed. Ms. Pitchford said the only change was to the records series correspondence to fall in line with the retention period in the General Retention Schedule, which is used by the Board of County Commissioners and offices under it's direction.

*Mr. Evans made a motion to approve the amended RC-2 form for the Licking County Transit Board*

*Mr. Walters seconded the motion.*

*All present were in favor by roll call vote. Motion carried.*

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

### **2. Licking County Child Support Enforcement Agency–Submitted by Bruce Smith**

Mr. Smith explained to the board that records series listed on the RC-1 were in-house created records for administrative purposes. Ms. Klettlinger reviewed the records and confirmed their administrative value had passed, and they were no longer needed. Mr. Smith also requested schedule number 2010-3 be removed from the requests as it needs more consideration.

*Mr. Walters made a motion to approve the RC-1 form submission striking our schedule number 2010-3 for the Licking County Child Support Enforcement Agency.*

*Mr. Evans seconded the motion.*

*All present members were in favor by roll call vote. Motion carried.*

### **3. Licking County Commissioners, microfilm records–Submitted by Angela Spray**

Ms. Klettlinger informed the board that Angela was out of the office and she would present the schedule on Angela's behalf. Ms. Klettlinger informed the board that one of Angel's first duties, as Imaging Technician was to create a microfilm inventory for the county to determine what has been filmed to date. It was discovered that a number of microfilm rolls filmed under the Board of County Commissioners in the past had a low retention period. Their retention periods have now passed. The records are placed on a RC-1 instead of a RC-2 because the Commissioners RC-2 does not reflect these records being maintained in microfilm format.

Mr. Bubb asked what types of film is specifically being proposed for disposal. Ms. Klettlinger answered by stating records include parking receipts and timesheets with very low retention periods between two to three years.

Mr. Oswald asked what Receipt of Receipts are. Ms. Klettlinger explained that they are literally receipt of receipts, and the Commissioners' Administrative Clerk confirmed this.

*Mr. Oswalt made a motion to approve the RC-1 form submission for the Licking County Board of County Commissioners.*

*Mr. Walters seconded the motion.*

*All present members were in favor by roll call vote. Motion carried*

## **NEW BUSINESS**

### **1. 2010 County-wide Records and Archives Initiatives**

Ms. Klettlinger covered department goals for 2010. The first goal is to complete the courthouse attic salvage project. To date, 700 boxes/volumes have been transferred to the department with 270 of those being cleaned, 200 are past retention and need disposed, and 150 volumes are past repair and require microfilming.

The second goal is to create an in-house shredding program. If the department ran a program cost to shred a box would be \$.64 versus the next lowest vendor price of \$3.85. Also, the county has a substantial backlog of 1600 boxes from five to six departments alone.

The third goal is to start a group called Records Keepers' Roundtable to assist departments in records management and provide a forum for discussion. The first meeting is February 4<sup>th</sup> at 2PM with 15-20 attendees.

The final goal is our in-house Imaging Program. Angie has already started training and will be digitizing and microfilming by the end of the month.

Mr. Oswalt asked how much a shredder would cost. Ms. Klettlinger said \$10,000-\$12,000, but the machine would pay for itself quickly. Mr. Oswalt also asked if contracting out shredding services after shredding the county backlog was possible. Ms. Klettlinger stated that this was a future goal of the department.

Mr. Bubb stated his concern that the Records Department had a fire in the building in October from a space heater fire from the Sheriff's side of the fire. Mr. Bubb stated a fire alarm was needed over getting a shredder at the moment to protect the department's records, but the shredder was still important.

### **2. Letter to Ohio Historical Society (OHS) for Return of Select County Records**

Ms. Klettlinger covered her desire to transfer a number of records back from the OHS because members of the public would like them returned to the county because they do not want to travel to Columbus to view them, and the OHS is now open one day per week to view our county's public records. Ms. Klettlinger requested to only transfer records back that have local significance and allow the OHS to retain county records with state/national significance as those records adhere to their mission. An OHS representative understands the county's interest in receiving records back.

Mr. Bubb asked if the county would receive a huge number of records right away. Ms. Klettlinger stated she was only requesting 100 volumes/boxes as a first installment to inform the society that the county will request more records as a date to be determined in the future.

Mr. Oswalt wanted to know why we are requesting records back when we are trying to get rid of records, and how do we determine what records are to be kept. Ms. Klettlinger stated the records listed are ones of interest to the public, especially the genealogical community. Other records

were selected through the practice of archival appraisal, which is studying what records will be of value to the public and county employees for use in the future. Mr. Oswalt asked why records would be kept dating 100 years back if they have a retention period of 30 years. Ms. Klettlinger stated any records up for disposal are required to be provided to her before they are forwarded to the OHS through a local rule passed by the Records Commission. If she determines a records up for disposal should be retained for historical value then she will request the records be kept.

*Mr. Walters made a motion to approve for select county records held by the Ohio Historical Society to be transferred back to Licking County Government.*

*Mr. Evans seconded the motion.*

*All present members were in favor by roll call vote. Motion carried*

### **3. Draft Email and Voicemail Policy Discussion**

Mr. Oswalt presented a draft policy for the retention of email and voicemail records.

Mr. Walters asked how the policy would affect his office since he follows Rule 26 of the Rules of Superintendence. Ms. Klettlinger stated the rule has a section that would allow for the retention periods in the policy to be approved on the local level.

For departments that will need emails past the 18-month retention, Ms. Klettlinger stated she would have to meet with each department individually to create a retention plan based on the extension of the retention period allowed in the policy.

Mr. Smith asked how CSEA and JFS would fall under this policy if they use a state server. Ms. Klettlinger stated the policy only applies to offices using county owned servers.

Ms. Jones asked if their retention schedules would need to be changed. Mr. Oswalt stated, yes. Ms. Klettlinger also stated a general schedule could be created for all offices to follow.

Mr. Oswalt stated Ms. Klettlinger should pass this around as a proposal at the next department head meeting. Mr. Bubb suggested passing it on to the Records Keepers' Roundtable.

*Mr. Oswalt made a motion to table the motion and disseminate the policy out to interested parties before making a final vote on the policy.*

*Mr. Walters seconded the motion.*

*All present members were in favor by roll call vote. Motion carried*

### **ADJOURNMENT**

The meeting adjourned at 2:26 p.m.

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

