

RECORDS COMMISSION

Licking County Administration Building - Room A

Thursday, September 29, 2022

2:00 P.M.

BOARD MEMBERS PRESENT: Bill Hayes, Rick Black, Oliva Parkinson, Mike Smith

BOARD MEMBERS ABSENT: Bryan Long

ALSO IN ATTENDANCE: Corinne Johnson, Abby Torre, Anna Wollenburg, Matt Allison, Kelli Cottrell

Call to Order: *The meeting was called to order at 2:00 P.M.*

Approval of Minutes

Olivia Parkinson moved to approve the April 7th, 2022 meeting minutes. Bill Hayes seconded the motion. All were in favor and the motioned carried.

RC-1: One-Time Disposal of Obsolete Records

Clerk of Courts – Letters from the Ohio National Guard: Individuals Exempt from Jury Duty (1935-1975)

Corinne Johnson said that the Clerk of Courts has a collection of letters from the Ohio National Guard dated from 1935-1975 that they would like to destroy. These letters were sent to the Clerk's Office in regards to individuals that were exempt from jury duty at the time. Ms. Johnson said there's no real historical value in keeping these, and since they're an obsolete record the Clerk of Courts is proposing to dispose of them via an RC-1.

Bill Hayes moved to approve. Olivia Parkinson seconded the motion. All were in favor and the motioned carried.

RC-2: Records Retention Schedules

Superseding RC-2, Human Resources

Corinne Johnson said the Human Resources Department has begun utilizing a new cloud-based software system called BenefitSolver, and needed to update their retention schedule to reflect changes in media types for certain record series. In meeting with HR there were updates to additional retention periods, and the addition of one new record series to their schedule. Ms. Johnson said all updates and changes were highlighted in yellow in the accompanying documentation.

Olivia Parkinson moved to approve. Bill Hayes seconded the motion. All were in favor and the motioned carried.

Superseding RC-2, Health Department

Corinne Johnson said the Health Department's schedule was last updated in 2011, so there were several items on the schedule that needed to be updated. Ms. Johnson and Anna Wollenburg worked together and eliminated several record series that were already listed on the general schedule, updated media types for multiple records, and added or amended several items based on changes to the Health Department's records. Ms. Johnson said all additions or changes have been highlighted in yellow in the accompanying documentation.

Bill Hayes moved to approve. Olivia Parkinson seconded the motion. All were in favor and the motioned carried.

Superseding RC-2, Transit

Corinne Johnson said that Licking County Transit hadn't updated their retention schedule since 2011, and it needed a complete overhaul. Like the Health Department, there were several record series on their schedule that could be removed, as these records are currently covered under the County's General Schedule. Ms. Johnson worked with Matt Allison and Larry Hogue on the remaining records that were specific to their agency, and they updated definitions and media types to reflect how their records are currently maintained. Ms. Johnson said every item on the new schedule that had been updated or added was highlighted in yellow.

Olivia Parkinson moved to approve. Bill Hayes seconded the motion. All were in favor and the motioned carried.

RC-2 Amendment, Clerk of Courts

Corinne Johnson said that with this amendment, the Clerk of Courts is simply adding language to the definition for COC GEN-25: Jury Records – Grand Jury; this language is regarding investigation subpoenas. Ms. Johnson said the added language had been underlined in the accompanying documentation.

Bill Hayes moved to approve. Olivia Parkinson seconded the motion. All were in favor and the motioned carried.

DEPARTMENT UPDATES

Genealogical Society Records Move

Corinne Johnson said that for the past two years, Records and Archives has been working with the Licking County Genealogical Society to bring the remaining County government records that they still had in their custody to the Records Center. The vast majority of these records were from Probate Court, including all of the marriage and will records from 1875 to the late 1980s and 1990s.

In mid-June, Ms. Johnson said that the department was notified by the Genealogical Society that the Licking County Library had given the Genealogical Society until the end of July to vacate the library's basement. This meant that all of the remaining County records would need to be transferred to the Records Center within a month.

Ms. Johnson said she coordinated two separate records moves with the Genies, and the remaining records were transferred to the Records Center within a few weeks. The Records and Archives Department had already purchased additional shelving in 2021 in anticipation of this records move, but due to the short notice staff had to move and relocate multiple rows of books in the archive. In the end a total of 320 volumes were added to the Records Center.

Ms. Johnson said that getting these records back from the Genealogical Society was one of her early long-term goals when she took over the position of Records Manager. She said the marriage and will records are vitally important record series that are often requested by the public. In addition, the only other copies of these records that exist are on older microfilm rolls which are in very poor condition, as the Probate Court staff utilizes these rolls daily. Ms. Johnson has talked with the Deputy Clerk at Probate Court, and in the future Probate is considering having a vendor digitize the marriage records so that both the Records Center and Probate have a usable digital copy.

Church Street Records Update

Ms. Johnson said the last of the records that were pulled from the Courthouse attic and that were being stored at the Church Street building were picked up for disposal on Monday of this week. There are now no records remaining at the Church Street building that are in Record and Archive's custody. Ms. Johnson said that in total, around 200 volumes and over 350 boxes of records were disposed of. She said this is the culmination of a project that the Records and Archives department has been working on since the department was founded in 2008. Ms. Johnson emphasized the great task this project has been for the Records and Archives Department, and what an accomplishment it is to have it completed.

Imaging Technician Position

Ms. Johnson said that since June, Records and Archives have been searching for another Imaging Technician, as the last hire unfortunately had to be let go before the end of their probationary period. After conducting interviews, HR is in the processing of doing background checks and fingerprinting on an applicant that will hopefully accept the position.

Halloween Records Training event

Corinne Johnson said that the department's annual Halloween training event for County employees would be held on Friday, Oct. 20th, from 10:30 a.m.-2:30 p.m. Ms. Johnson said this event is a really fun way to learn more about topics such as records management and working with electronic records, and asked Board members to encourage their employees to attend.

Fall Shred Event

Ms. Johnson said that the annual shred event will be held on Saturday, Oct. 22nd, from 9 a.m. to noon. This event is co-hosted every fall with the Recycling Department at the Highway Garage facility.

OTHER BUSINESS

Amending bylaws to allow designated alternates to serve on Records Commission

Corinne Johnson said that since it's often difficult to schedule Records Commission meetings with enough members for a quorum, she suggested amending the Records Commission bylaws to allow for alternates to serve in place of regular board members. Ms. Johnson said she has reached out to other county records commissions, and the majority of them allow alternates to serve on their boards. The Prosecutor's Office has reviewed this and agreed that alternates can be permitted to serve on Records Commission, and the Board of County Commissioners has also recently approved a resolution allowing for alternates.

Ms. Johnson said that the new language to the bylaws is highlighted under Section II: Commission Members. If board members are in agreement, a motion is needed to approve the amended bylaws, and members would sign off on the bylaws as amended.

Each member was given a voter designation form at the meeting. Ms. Johnson said that as long as a completed voter designation form is returned to her, a designated alternate can serve at the spring 2023 records commission.

Olivia Parkinson moved to approve amending the Records Commission bylaws. Mike Smith seconded the motion. All were in favor and the motioned carried.

Public Comments

None.

Olivia Parkinson moved to adjourn. Mike Smith seconded the motion. All were in favor and the motioned carried.

The meeting adjourned at 2:16 p.m.