

RECORDS COMMISSION

Licking County Administration Building - Room A

Thursday, October 19, 2023

2:00 P.M.

BOARD MEMBERS PRESENT: Oliva Parkinson, Josh Kunkel for Prosecutor's Office, Bryan Long, Tim Bubb

BOARD MEMBERS ABSENT: Mike Smith

ALSO IN ATTENDANCE: Corinne Johnson, Abby Torre, Nathan Bryan – EMA, Kelli Cottrell – HR, Brad Mercer – Planning Commission

Call to Order: *The meeting was called to order at 2:02 P.M.*

Approval of Minutes

Josh Kunkel moved to approve the April 6th, 2023 meeting minutes. Olivia Parkinson seconded the motion. All were in favor and the motioned carried.

RC-1: One-Time Disposal of Obsolete Records

None at this time.

RC-2: Records Retention Schedules

Transit – Superseding Schedule

The Transit Department is adding one item to their schedule, Medicaid Waiver Contract Documentation. The 6-year retention period is based on the ORC 2305.06, which stipulates a 6-year statute of limitations for contracts. This is being presented as a superseding schedule so that Transit can add a previous addendum that was passed this spring.

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

Health Department - Addendum

The Health Department is adding an addendum to the Administration section of their schedule, to include Car Seat Records and Participant Release Forms. The Health Department and County Records Manager decided on a retention period of 5 years for both based on the OHC recommendation for this type of record.

Josh Kunkel moved to approve. Bryan Long seconded the motion. All were in favor and the motioned carried.

Human Resources – Superseding Schedule

The Human Resources Department is making some changes to the Insurance division of their schedule, mainly due to the implementation of their new BenefitSolver system and a shift to electronic records. All changes have been highlighted in yellow.

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

Board of Elections – Superseding Schedule

Board of Elections last updated their schedule in 2019 and were due for a schedule update. The Board of Elections schedule is written by the Secretary of State's office, and the Records Commission Board simply needs to adopt the newest version of their schedule as presented. However, Corinne Johnson said something was brought to her attention this week that did lead to Ms. Johnson making one change to this schedule.

On Wednesday Ms. Johnson was made aware that a recent change to the ORC updated the retention period for "Used and Unused Ballots" from 60 days to 81 days, including electronic images. Ms. Johnson talked to Board of Elections Director Brian Mead about updating this record series and he agreed to the change. This is reflected on the schedule under CBE-06.

Josh Kunkel moved to approve. Bryan Long seconded the motion. All were in favor and the motioned carried.

911 Center – Superseding Schedule

The 911 Center is making some revisions and clarifications to their retention schedule, including combining certain record series where it made sense, updating media types, and adding an entry for Text to 911 Call Information. All changes have been highlighted in yellow.

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

Planning Department – Superseding Schedule

The Planning Department is making several changes to their schedule, including to the Floodplain Division and Planning Division. They are proposing to add the Flood Damage Prevention Regulations, Flood Hazard Studies, Uncompleted Floodplain Permits, Uncompleted Projects for both Major Development Files and Subdivision Files, and Planning Commission Meeting Materials. These are record series that have simply been overlooked in the past and needed to be added to their schedule.

Tim Bubb asked for clarification from Corinne Johnson – Records Manager and Brad Mercer— Planning Commission on items being added to schedule if they were federal series. Ms. Johnson stated that these items were department records that just hadn't been added to the schedule in the past. Items highlighted in blue were being deleted because they are already covered in other areas of the schedule.

Discussion was had over electronic storage of records in “OpenGov,” Ms. Johnson stated that records in OpenGov can’t be microfilmed directly from the repository system; in addition to what’s being stored in the OpenGov Cloud, duplicate electronic copies are being kept locally on County servers.

Bryan Long moved to approve. Josh Kunkel seconded the motion. All were in favor and the motioned carried.

DEPARTMENT UPDATES

Ohio Memory subscription: Records & Archives recently purchased a subscription to the Ohio History Connection’s Ohio Memory program. Essentially this is a digital library where images are uploaded to the Ohio Memory website; collections can also be uploaded to the County website. The department plans to add images from the annual Community Scanning Event, as well as smaller collections of digital images and photographs from the Records & Archives collection, including photos of the Licking County Courthouse, Downtown Newark, the Children’s Home, the Bob Crilly artwork etc. The department also plans to upload videos from the Oral History Project. Abby Torre and Corinne Johnson have discussed various ways to utilize this tool in promoting the upcoming America 250 event.

2023 Shred Event: Records & Archives hosted the annual Shred Event with the Recycling Department on Sept. 30th this year. Unfortunately, there was a pretty low turnout compared to previous years, only 55 cars; this could be due to the warm weather that weekend.

Shredding Program: Records & Archives is continuing to see a large demand for shredding in 2023; so far the department has already shredded over 1,000 boxes during regular monthly pickups. Last year the department shredded 915 boxes total for the year during regular pickups.

Halloween Spooktacular Training: This year the Records & Archives department is doing something a bit different for the yearly Halloween Records Training Event. Abby Torre and Corinne Johnson have been working on creating an Escape Room, which was inspired by a records training event attended with the Greene County Records Center. The Escape Room training is something that has the potential to be tailored to individual departments, so that in the future department-specific trainings can be done for those that are interested.

Public Comments

Tim Bubb asked Corinne Johnson how the Building Code digitization project was coming along. Ms. Johnson stated that Kelsi Rakestraw, the Imaging Technician for this project, was making good progress. Ms. Rakestraw has completed Building Permits up to the early 2000s, and Commercial Plans, which Building Code had back to 1970, have been digitized up to the late 1990s.

Josh Kunkel moved to adjourn. Olivia Parkinson seconded the motion. All were in favor and the motioned carried. The meeting adjourned at 2:22 p.m.