

**LAKE COUNTY RECORDS COMMISSION MINUTES**

DECEMBER 21, 2023

8:30 a.m.

COMMISSIONERS' CHAMBERS

JOHN R. HAMERCHECK, CHAIRMAN  
CHARLES E. COULSON, PROSECUTOR  
CHRISTOPHER GALLOWAY, AUDITOR

BECKY LYNCH, RECORDER  
FAITH ANDREWS, CLERK OF COURTS  
JENNIFER BELL, CLERK

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**Call to Order:**

Chairman Hamercheck called the meeting to order at 9:30 am.

**Roll Call:**

The following were present: Commissioner John R. Hamercheck, Dave Hackman - representing the Prosecuting Attorney, Auditor Christopher Galloway, Clerk of Courts Faith Andrews, and Recorder Becky Lynch.

Secretary Bell stated that this meeting is called due to a statutory requirement to conduct a certain number of meetings per year, and the fact that we do have one request to consider.

**Approval of Minutes:**

Meeting of June 29, 2022  
Motion: Faith Andrews            Second: Becky Lynch  
AYES:            Hackman, Galloway, Lynch, Andrews and Hamercheck  
NAYS:            None

**Old Business:**    None.

**New Business:**

- 1.     **The Lake County Treasurer’s Office RC-2 Records Retention Schedule.** The retention schedule revisions were reviewed by the Prosecutor’s Office. The Treasurer’s Office record retention schedule has not been updated for some time. Some obsolete record series were deleted and other records series were added that were not included on the old retention schedule. These new records were on the Ohio History Connection suggested schedule and the Auditor of State’s Treasurer’s Manual. The Media Type was changed to allow for electronic records which the old schedule did not provide for.

Motion to adopt the updated RC-2 Records Retention Schedule for the Lake County Treasurer’s Office

Motion: Christopher Galloway    Second: Faith Andrews  
AYES:            Hackman, Galloway, Lynch, Andrews and Hamercheck  
NAYS:            None

Secretary Bell stated that the next meeting will be scheduled in mid-June, 2024, but a special meeting can always be called. By statute there needs to be at least two meetings a year held.

Motion to adjourn the Lake County Records Commission Meeting.

Motion: Christopher Galloway    Second: Faith Andrews  
AYES:            Hackman, Galloway, Lynch, Andrews and Hamercheck  
NAYS:            None

Commissioner Hamercheck adjourned the meeting at 8:33 a.m.