

**LAKE COUNTY
RECORDS COMMISSION MEETING
December 12, 2024
9:30 AM
COMMISSIONERS' CHAMBERS**



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

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

- **CALL TO ORDER**
- **ROLL CALL**
- **APPROVAL OF MINUTES: – Meeting of June 18, 2024**

motion _____ second _____ ayes _____ nays _____ abstain _____

- **OLD BUSINESS: None.**

- **NEW BUSINESS:**

1. **RC-2 Records Retention Schedule Update – Lake County Law Library**

The existing retention schedule for the Lake County Law Library is six pages long and dates to 2002. It was felt it was necessary to overhaul the entire document and make it more specific to library records/business. Sandra Murphy studied copies of retention schedules from other county law libraries, as well as incorporated information from the County Retention Schedule into this document, basically doubling the number of pages.

The library -specific categories include interlibrary loan records, visitor logs, proportionate share letters and transient documents. Grant records, meeting agendas/notices and litigation claims related to the library board were also added as categories. The personnel section was also more defined in the new document. Electronic options were added to most of the categories.

motion _____ second _____ ayes _____ nays _____ abstain _____

2. **RC-2 Records Retention Schedule Update – Lake County Job & Family Services**

The changes made to the JFS retention schedule includes removing Fiscal and Human Resources items that are already listed on the Commissioners Schedule, reducing some Fiscal Records from five to three years retention, updating Fiscal Records to include ODJFS fiscal reports and updating Program Records to include Caley Home Records, Lake County Family & Children’s First Council (FCFC) case files as well FTI and Fraud records.

motion _____ second _____ ayes _____ nays _____ abstain _____

3. **RC-2 Records Retention Schedule Update – Lake County Board of Commissioners**

A new record series was added to include the 911 Program Review Committee documents such as agendas, minutes, the annual plan and final plan. The updates to the retention schedule were reviewed by the Prosecutor’s Office.

motion _____ second _____ ayes _____ nays _____ abstain _____

4. RC-2 Records Retention Schedule Update – Lake County Sheriff’s Office

The Lake County Sheriff’s Office has not updated their retention schedule since 2019. Numerous retention schedules have been revised as well as numerous record series have been added in anticipation of the move to the new Sheriff’s Office building in 2027. Many record series were records that we already maintained but added to the schedule. All updates to this schedule have been reviewed by the Prosecutor’s Office.

motion _____ second _____ ayes _____ nays _____ abstain _____

5. RC-2 Records Retention Schedule Update – Board of Developmental Disabilities/Deepwood

As a part of their internal policy review process, they had reviewed the records retention schedule to be sure it is inline with the Records Retention Policy. The changes were minor. Three items were added to the retention schedule. The items were records they already maintained, but not specifically identified on the schedule. They felt it was more appropriate for these three items to be called out specifically on the retention schedule to ensure their retention timeline was clear. The items were the last three (numbers 65- Provider Support – DSP OnBoard Records; 66a and 66b - MUI Case Files; and 67 – Early Intervention Participant Records).

motion _____ second _____ ayes _____ nays _____ abstain _____

6. RC-2 Records Retention Schedule Update – Lake County Auditor

Record series & descriptions for attorney fees & reports were added. A new category for Finance-Munis was also added. Eleven new record series & descriptions for Finance-Payroll category and two new record series & descriptions for Real Estate category were added. The schedule was reviewed by the Prosecutor’s Office.

motion _____ second _____ ayes _____ nays _____ abstain _____

• **ADJOURN:**

motion _____ second _____ ayes _____ nays _____ abstain _____