

LAKE COUNTY RECORDS COMMISSION MINUTES

June 18, 2024

9:30 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

Call to Order:

Chairman Hamercheck called the meeting to order at 9:35 am.

Roll Call:

The following were present: Commissioner John R. Hamercheck, Nina Germano - representing the Prosecuting Attorney, Auditor Christopher Galloway, Jaclyn DeSimone representing 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 two requests to consider.

Approval of Minutes:

Meeting of December 21, 2023
Motion: Christopher Galloway Second: Becky Lynch
AYES: Galloway, Lynch, DeSimone and Hamercheck
NAYS: None
ABSTAIN: Germano

Old Business: None.

New Business:

- 1. **The Lake County General Countywide RC-2 Records Retention Schedule.** The retention schedule revisions were reviewed by the Prosecutor’s Office. The items that were update were Record Series #23-049 to reflect a retention period of 10 years for personnel files; this way the required information regarding sick leave accruals is maintained in the event someone returns to government employment within 10 years of their separation of employment. Record Series #23-066 to include copies of documents as transient records. Also, Record Series #23-074 was added to establish a retention period for workers’ compensation fitness waivers.

Motion to adopt the updated RC-2 Records Retention Schedule for the Lake County General Countywide
Motion: Christopher Galloway Second: Nina Germano
AYES: Galloway, Germano, Lynch, DeSimone and Hamercheck
NAYS: None

- 2. **Establishing Rules for the Records Commission** – Ms. Germano explained that according to the ORC a public body should have rules and regulation on file. Ms. Bell stated that once the rules are adopted and signed she will post it on the Commissioner website along with the agenda and minutes.

Motion to adopt the Rules of the Records Commission
Motion: Christopher Galloway Second: Becky Lynch
AYES: Galloway, Germano, Lynch, DeSimone and Hamercheck
NAYS: None

Secretary Bell stated that the next meeting will be scheduled in mid-December, 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: Becky Lynch Second: Nina Germano
AYES: Galloway, Germano Lynch, DeSimone and Hamercheck
NAYS: None

Commissioner Hamercheck adjourned the meeting at 9:47 a.m.