

LAKE COUNTY RECORDS COMMISSION MINUTES

December 12, 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. Clerk of Courts Faith Andrews and Recorder Becky Lynch were absent.

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 June 18, 2024
Motion: Christopher Galloway Second: Nina Germano
AYES: Galloway, Germano and Hamercheck
NAYS: None

Old Business: None.

New Business:

- 1. **The Lake County Law Library RC-2 Records Retention Schedule.** 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 to adopt the updated RC-2 Records Retention Schedule for the Lake County Law Library

Motion: Nina Germano Second: Christopher Galloway
AYES: Galloway, Germano and Hamercheck
NAYS: None

- 2. **Lake County Job & Family Services RC-2 Records Retention Schedule** – 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 to adopt the updated RC-2 Records Retention Schedule for the Lake County Job & Family Services Department

Motion: Christopher Galloway Second: Nina Germano
AYES: Galloway, Germano and Hamercheck
NAYS: None

3. **Lake County Board of Commissioners RC-2 Records Retention Schedule** - 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 to adopt the updated RC-2 Records Retention Schedule for the Lake County Board of Commissioners

Motion: Nina Germano Second: Christopher Galloway
AYES: Galloway, Germano and Hamercheck
NAYS: None

4. **Lake County Sheriff's Office RC-2 Records Retention Schedule** - 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 to adopt the updated RC-2 Records Retention Schedule for the Lake County Sheriff's Office

Motion: Christopher Galloway Second: Nina Germano
AYES: Galloway, Germano and Hamercheck
NAYS: None

5. **The Lake County Board of Developmental Disabilities/Deepwood RC-2 Records Retention Schedule** - As a part of their internal policy review process, they had reviewed the records retention schedule to be sure it is in line 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 to adopt the updated RC-2 Records Retention Schedule for the The Lake County Board of Developmental Disabilities/Deepwood

Motion: Nina Germano Second: Christopher Galloway
AYES: Galloway, Germano and Hamercheck
NAYS: None

6. **Lake County Auditor RC-2 Records Retention Schedule** - 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. A category for the Budget Commission was added. The schedule was reviewed by the Prosecutor's Office.

Motion to adopt the updated RC-2 Records Retention Schedule for the The Lake County Auditor's Office

Motion: Christopher Galloway Second: Nina Germano
AYES: Galloway, Germano and Hamercheck
NAYS: None

Secretary Bell stated that the next meeting will be scheduled in mid-June, 2025, but a special meeting can always be called. By statute there needs to be at least two meetings a year held.

There was a brief discussion on combining the Records Commission with the Data Board.

Motion to adjourn the Lake County Records Commission Meeting.

Motion: Christopher Galloway Second: Nina Germano

AYES: Galloway, Germano and Hamercheck

NAYS: None

Commissioner Hamercheck adjourned the meeting at 9:51 a.m.