

**AGENDA
RECORDS COMMISSION**

April 16, 2025 AT 2:00 P.M.

1. Call meeting to order
2. Roll Call
3. Approve the Minutes of October 16, 2024
4. Application for One-Time Disposal of Obsolete Records (**RC1**)

DEPARTMENT

SCHEDULE NUMBER	DESCRIPTION	MEDIA TYPE TO BE DISPOSED	MEDIA TYPE TO BE RETAINED
NONE			

5. Application for Retention (**RC2**)

DEPARTMENT

SCHEDULE NUMBER	DESCRIPTION	RETENTION PERIOD	MEDIA
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Commissioners

COMM-MH	Commissioner Michelle Hung files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper
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COMM-JR	Commissioner Jeff Riddell files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper
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COMM-DM	Commissioner David J. Moore files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper
COMM-MG	Commissioner Marty Gallagher files Contains copies of general correspondence, resolutions, travel and expenses requests, county department correspondence sewers, annexations, roads, bridge, airport, courts, prosecutors and opinions, proposals, planning commission, dog kennel, cities, agendas, NOACA, CCAO, ditches, villages, agendas, litigation, newspaper articles, engineer, auditor, treasurer, budget, drawings, personnel apps and reports	4 years after term expires	paper

General Health

DHLTH-01	<u>ADULT HEALTH PROGRAM/SERVICES</u> Clinic client files, immunization records, BP clinic records, public health client files/nursing referrals, Adult Protective services, LCJFS, etc.	6 Years After Last Contact	Multi
DHLTH-02	<u>AGREEMENTS/CONTRACTS</u> Agreements/Contracts	8 Years from Expiration	Multi
DHLTH-03	<u>ANIMAL BITE REPORTS/RABIES</u> Investigation reports, reports of animals killed/condemned, rabies test submission results, etc.	3 Years	Multi

DHLTH-04	<u>ANTIQUE NURSING SUPPLIES</u> Nursing Instruments & Books	Permanent	Books/Instruments
DHLTH-05	<u>BANK STATEMENTS</u> Monthly bank statements, reconciliations, balancing statements, etc.	3 Years	Multi
DHLTH-06	<u>CMH</u> Client files, etc.	Until Child Reaches Age 26	Multi
DHLTH-07	<u>BILLING INVOICES</u> All types of billing. School, immunizations, license applications for food, tattoo/body piercing, pool/spa, campgrounds, etc.	3 Years	Multi
DHLTH-08	<u>CASH RECEIPTS</u> No charge receipts/receipt books, etc.	3 Years	Multi
DHLTH-09	<u>CHILD HEALTH PROGRAM SERVICES</u> Health records, FASD records, SIDS records, Help Me Grow, lead case management, preemie clinic schedules/logs, newborn visits, dental records, Child Protective Services, OIMRI, Child Fatality Review records, lead investigation reports/records, etc.	6 Years After Last Contact	Multi
DHLTH-10	<u>COMMUNICABLE DISEASE RECORDS</u> Outbreak records, communicable disease reports, etc.	6 Years After Last Contact	Multi
DHLTH-11	<u>ENVIRONMENTAL HEALTH FOOD OUTBREAKS</u> Food outbreaks in schools & local restaurants, etc.	5 Years	Multi
DHLTH-12	<u>FOOD SERVICE FACILITY PLANS</u> Plans, correspondence, etc.	1 Year After Licensed Facility Closes	Multi
DHLTH-13	<u>GENERAL COMPLAINTS</u> General nuisance complaint investigations & correspondence, etc.	5 Years	Multi
DHLTH-14	<u>GRANTS</u> Grant applications, including unsuccessful apps, etc.	5 Years	Multi
DHLTH-15	<u>HEALTH ED MATERIALS</u> Media releases, web posts, social media, pamphlets, videos, promotional material, newsletters, invitations, etc.	Until No Longer of Administrative Value	Multi

DHLTH-16	<u>IMMUNIZATION RECORDS</u> Immunization records	Adults - 6 Years Children - Until Age 24	Multi
DHLTH-17	<u>INSPECTION REPORTS</u> (All types) Reports for bathing beaches, campgrounds/park camps/RV parks, food safety, institutions, swimming pools/spas, tattoo/body piercing, solid waste, private water, infectious waste, subdivision & lot reviews, Board orders	5 Years	Multi
DHLTH-18	<u>LCJFS MEDICAL RECORDS</u> Children services screenings, cluster children records, etc.	6 Years	Multi
DHLTH-19	<u>LOGS</u> Phone consultative service logs; incident reports, etc.	1 Year	Multi
DHLTH-20	<u>MILEAGE/TRAVEL</u> Documentation of miles traveled by each employee of agency, etc.	3 Years	Multi
DHLTH-21	<u>MINUTES</u> Annual District Advisory Council Mtg & Monthly Board of Health Meeting	Permanent	Multi
DHLTH-22	<u>NEWSPAPER ARTICLES</u> Health District community newspaper clippings, etc.	Until No Longer of Administrative Value	Multi
DHLTH-23	<u>PARTICIPANT & REGISTRANT LISTS</u> (All Types) Lists of meeting/conference participants/registrants, etc.	1 Year	Multi
DHLTH-24	<u>PAY-INS/RECEIPTS</u> Documentation of payments received, etc.	3 Years	Multi
DHLTH-25	<u>PAYROLL</u> Documentation of hours worked, etc.	3 Years	Multi
DHLTH-26	<u>PERSONNEL FILES</u> New hire paperwork, payroll changes & evaluations, etc.	Retain portions used to verify employment, retirement, or OPERS contributions until 75 years after separation. Purge all other records 10 years after separation.	Multi

DHLTH-27	<u>PROGRAM STATS</u> Statistics for communicable disease, CMH, FASD, LCCS, Newborn visit etc.	3 Years	Multi
DHLTH-28	<u>PURCHASE ORDERS</u> Requests & approval for purchases, etc.	3 Years	Multi
DHLTH-29	<u>SOLID WASTE PROGRAM</u> Inspection reports, reviews, complaints, permits, drawings, abandonments, misc. correspondence, etc.	5 Years After Closure	Multi
DHLTH-30	<u>TRAFFIC SAFETY</u> Car seat sales, seat belt surveys, etc.	5 Years	Multi
DHLTH-31	<u>TRAINING FILES</u> Employee training files, etc.	Until No Longer of Administrative Value	Multi
DHLTH-32	<u>VECTOR CONTROL</u> Misc. correspondence, test results, program activity reports, pesticide records, etc.	5 Years	Multi
DHLTH-33	<u>VITAL STATISTICS INDEX</u> Birth/Death certificate records	Permanent	Multi
DHLTH-34	<u>VITAL STATISTICS REQUEST FORMS</u> Mail-in & walk-in requests for birth and death records	3 Years	Multi
DHLTH-35	<u>VOUCHERS</u> Invoices to be paid with all supporting documentation, etc.	3 Years	Multi
DHLTH-36	<u>WELL LOGS/PRIVATE WATER</u> Permit applications, sealing/installation, logs/inspections, water sample results/lab manifests, etc.	5 Years After Well is Closed	Multi
DHLTH-37	<u>WIC CLIENT FILES INCLUDING INELIGIBLES</u> Discharged client files	5 Years	Multi
DHLTH-38	<u>EMPLOYMENT APPLICATION INFORMATION</u> Candidate information from interviews, etc.	6 Years	Multi
DHLTH-39	<u>SEWAGE TREATMENT</u> Inspection reports, etc.	5 Years after System is Abandoned	Multi
DHLTH-40	<u>BURIAL PERMITS</u> Permits issued to funeral director or person in charge on interment	5 Years	Multi

DHLTH-41	<u>INCIDENT REPORTS</u> Report of personal or property damage involving a county vehicle or occurring on county property	5 Years	Multi
DHLTH-42	<u>PUBLIC RECORDS REQUEST FORMS</u> Records request forms	3 Years	Multi
DHLTH-43	<u>SEPTIC SYSTEM INSPECTIONS</u> Records pertaining to assessment and/or inspection of septic systems, includes Operation and Maintenance records, etc.	7 Years	Multi
DHLTH-44	<u>SEPTIC SYSTEM PERMIT & INSTALLATION</u> Records pertaining to installation, alteration, or abandonment of septic system	1 Year After System is Abandoned	Multi
DHLTH-45	<u>SEPTIC SYSTEM REHAB</u> Applications, income qualifications, property mortgage, contracts, bids & other records pertaining to septic systems installed using septic rehab funds	5 Years From the Date Mortgage is Released	Multi
DHLTH-46	<u>SEWAGE TREATMENT SYSTEM DESIGN APPROVALS</u> Designs and any other pertinent records approved as part of site review	5 Years after Approval	Multi
DHLTH-47	<u>SURVEY/AUDITS</u> Audits completed by the State to assess adherence to program standards in campgrounds, food, pools/spas, body arts, septic systems, etc.	6 Years	Multi

Probate

PROB-AD	ADOPTION CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-PC	PROBATE CIVIL CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-ES	ESTATE CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-GD	GUARDIANSHIP CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-ML	MARRIAGE RECORDS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-MI	MENTAL ILLNESS CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI

PROB-MS	MS CIVIL RECORDS CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-TR	TRUST ESTATE CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-RC	DELAYED REGISTRATION AND CORRECTION OF BIRTH RECORDS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-NC	NAME CHANGE CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-CN	CONSERVATORSHIP CASE FILES	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-REC	SUPPLIER INVOICES	UNTIL AUDITED THEN 10 YEARS	MULTI
PROB-ACCT	FINAL RECORD	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-TAX	ESTATE TAX RETURNS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-JE	JOURNALS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-WILL	WILL RECORD	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-INV	INVENTORY AND APPRAISMENT RECORDS	UNTIL ELECTRONIC SCANS ARE COMPLETE	MULTI
PROB-FIN	FINANCIALS INCLUDED BUT NOT LIMITED TO OPEN/CLOSED RECEIPT LISTING, BANK STMT, RECONCILING, END OF MONTH	UNTIL AUDITED	MULTI
PROB-MED	RECORD OF MEDICAL, CHIROPRACTIC & OSTEOPATHIC CERTIFICATES	UNTIL MICROFILMED	MICROFILM

TB Clinic:

TB-PP	office policies and procedures	until superseded	paper books
TB-RPT	reports; audits and budgets	3 yrs. until audited	paper
TB-APP	employment applications	1 year	paper
TB-EMP	employee files	permanent	paper
TB-94-3	payroll records: time sheets, compensated absence, pers, time books	3 yrs. until audited	paper
TB-CORR	office correspondence w/vendors staff & patients	3 years	paper
TB-INST	sanitarium instruments, books	permanent	books, instruments

TB-LEVY	levy information to include resolution, board of elections paperwork, ballot language, official results	permanent	paper
	CHANGE TO		
TB-LEVY	levy information to include resolution, board of elections paperwork, ballot language, official results	Life of levy plus 1 year	paper
TB-94-4	patient skin test records yellow cards	until no longer active	paper
TB-94-5	patient medical records microfilmed	until no longer active	microfilm
TB-94-6	deceased patient records	5 years	paper
TB-94-6M	deceased patient records	5 years	microfilm
TB-INV	records of inventory; office equip. and registration certificates	until superseded	paper
TB-SUR	surveys of tb cases, patient locations, office visits, statistics	1 year until superseded	paper
TB-FIS	fiscal documents; to include; purchase orders, accounts, travel, requisitions, warrants, accounts payable & receivables	3 years until audit	paper
TB-XRAY	x rays of patients	7 years	film
	*2/29/12 transferred to Mercy Hospital, Lorain - county closed TB Clinic		
	*9/1/24 transferred to Lorain County Health District, Mercy contract was done		
TB-PAT	current patient medical files	until patient reaches age 100 yrs old	multi
	*2/29/12 transferred to Mercy Hospital, Lorain - county closed TB Clinic		
	*9/1/24 transferred to Lorain County Health District, Mercy contract was done		

6. Records Disposal (rc3)– Sent to Ohio Historical Society

Date	Department	Disposal Date
01/22/25	BOR	02/14/25
01/27/25	Administrator	02/07/25
01/28/25	CFFC	02/07/25
01/28/25	Golden Acres	02/07/25
01/28/25	CBCF	02/07/25
01/28/25	Commissioners Clerk	02/08/25
01/30/25	BOR	02/14/25
02/04/25	LCT	02/28/25
02/11/25	Solid Waste	02/28/25
02/13/25	Commissioners Clerk	02/28/25

RC3 (not sent to OHS due to no longer required RC3's)

Date	Department	Disposal Date
10/08/24	Auditor	10/23/25
10/13/24	Commissioners Clerk	12/31/24
11/21/24	DR Juvenile	02/15/25, 03/15/25, 03/15/25, 04/15/25, 05/15/25, 06/15/25, 07/15/25, 08/15/25, 09/15/25 10/15/25, 11/15/25, 12/15/25 01/15/26
11/22/24	Sheriff	12/31/24
12/05/24	Auditor Real Estate	12/30/24
12/05/24	Auditor Weights/Measures	01/10/25
12/10/24	DD	01/05/25
12/19/24	MHARS	01/13/25
01/08/25	Auditor Licensing	01/31/25
01/22/25	WDA	02/28/25
01/22/25	Auditor Admin	02/14/25
01/22/25	Auditor Bookkeeping	02/14/25
01/27/25	Port Authority	02/07/25
01/28/25	Commissioners former	02/07/25
01/30/25	BOE	02/07/25
01/30/25	Auditor Admin	02/14/25
01/30/25	Auditor Appraisal	02/12/25, 03/03/25, 04/03/25, 05/03/25, 06/03/25, 07/03/25, 08/03/25, 09/03/25, 10/03/25, 11/03/25, 12/03/25, 01/05/26
02/04/25	DR Juvenile	02/19/25
02/07/25	Commissioners Payroll	02/22/25
02/07/25	Crime Lab	02/22/25
02/12/25	Community Development	02/28/25
02/12/25	Children Services	02/28/25
02/13/25	Benefits	02/28/25
02/18/25	General Heath	03/12/25
02/19/25	Purchasing	03/07/25
02/19/25	Budget	03/07/25
02/27/25	Clerk of Courts	03/31/25
02/27/25	Clerk of Courts civil	03/31/25
02/27/25	TB/General Health	03/28/25
02/27/25	General Health	03/28/25

7. OTHER

- a. All forms that are to be submitted to the Records Commission can be found at <http://www.loraincounty.us> <http://www.loraincounty.us>. Go to Departments, Clerk of Board and left side Records Commission Intake forms needs to be emailed to Records Secretary and approved before boxes taken to Records Center. **Forms updated with OHS new address; RC1, RC2 & RC3**

8. NEW BUSINESS

REMEMBER each Elected Official or Designee needs to take training once/term

a. 2025 Sunshine Law/Record Certified Training, Ohio Attorney General can register at this link
<https://www.ohioattorneygeneral.gov/Files/Briefing-Room/Events/Legal-Events/Sunshine-Laws-Training>

June 4, August 6, October 1 and December 3

2025 Sunshine Law/Record Training, State of Ohio Auditor can register at this link
<https://ohioauditor.gov/trainings/publicrecords.html>

May 6, June 12, July 10, August 14, September 9, October 23, November 13 & December 11

b. 2025 Changes to Records – Effective April 9, 2025

- * ORC 149.38 - Commission only needs to be held once a year
 - * Will continue two meeting in April and October. Seems to be working for us and allows the records to keep flowing
- * ORC 149.43 – Inspection & Copying
Public Records Law Changes - The bill broadens exemptions to Public Records Law that, for the purposes of counties, include the following:
 - Exempts and defines “specific investigatory work products” as information assembled by law enforcement officials in connection with probable or pending criminal proceedings.
 - Exempts a record created using an assistive device or application when the record is used, maintained, and accessible only to the individual creating the record or causing the record to be created.
 - Exempts personal notes of a public official or public employee, or attorney acting in official capacity on behalf of a public official or employee, which were created for reference and convenience and are used, maintained, and accessible only to the individual creating the record.
- * April 1, 2025 – Rules for Courts Revised
 - Records preserved and minimum time required to be kept
 - Streamlines and consolidates. Clarifies that once record is perved electronically any paper copies may be destroyed
 - Shortens periods when possie and appropriate
 - Clarifies records of death penalty are permanent
 - Return of exhibits to parties that than courts
 - Removed transcripts and dispositions from Sup R. 26.06 regards destruction of court records adding Sup R. 26.03(D)(6) species retention period based on type of felony conviction

c. Other

9. OLD BUSINESS

a. **PERMANENT FILES.** Remember these are only to be of historical value; (historical, legal or fiscal). Such as minutes, land, etc.

b. When you change your RC2, remember it is the department/agency responsibility to update their files/boxes at the records center. Please get with the records center so we don't have boxes that do not need to be sitting around wasting space.

c. other

10. CORRESPONDENCE/EMAIL:

a. none

11. **RECORDS CENTER UPDATE** – Marilyn Velez, Manager

12. **PUBLIC COMMENT**

13. **NEXT MEETING**

Wednesday, October 15, 2025 at 2 p.m.

14. **CALL FOR ADJOURNMENT**