

JUST THE BASICS: COUNTY RECORDS MANAGEMENT IN OHIO



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OHIO CARMA CHAIR

INTRODUCTION

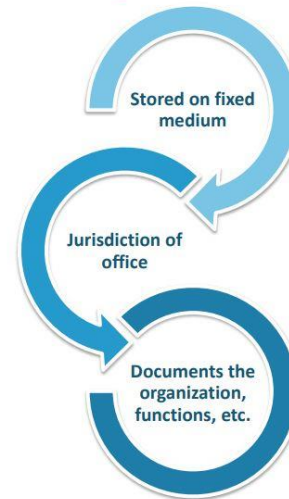


- **Bachelor of Arts, History, 2006 – Miami University**
- **Master of Arts, Public History, 2008 – Wright State**
- **Director of Warren County Records Center since 2013**
- **Chair of Ohio County Archivists & Records Managers Association**
- **Vice President of NAGARA**

WHAT IS A RECORD?

ORC 149.011(G)

The Three Prong Test



Record	Non-Record
Meeting Minutes	Junk Mail
Drafts Not Yet Officially Adopted	Blank Forms
Appointment Calendars	Duplicate Copies Within One Office

WHAT'S A PUBLIC RECORD?

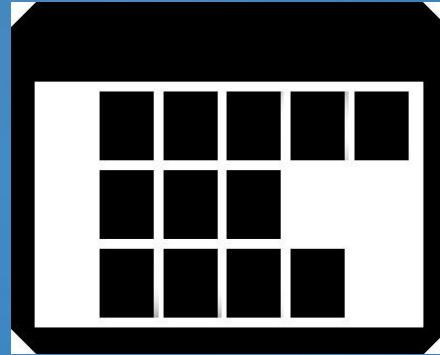
As defined by
Ohio Revised
Code 149.43

Records held
by any public
office.

MEDIA FORMATS

- **Types of media**

- Paper
- Microfilm/fiche
- Electronic
- Audio/visual



- **Each media type has characteristics that make it appropriate for certain kinds of records**

WHAT MEDIA IS THE BEST?

- It depends...



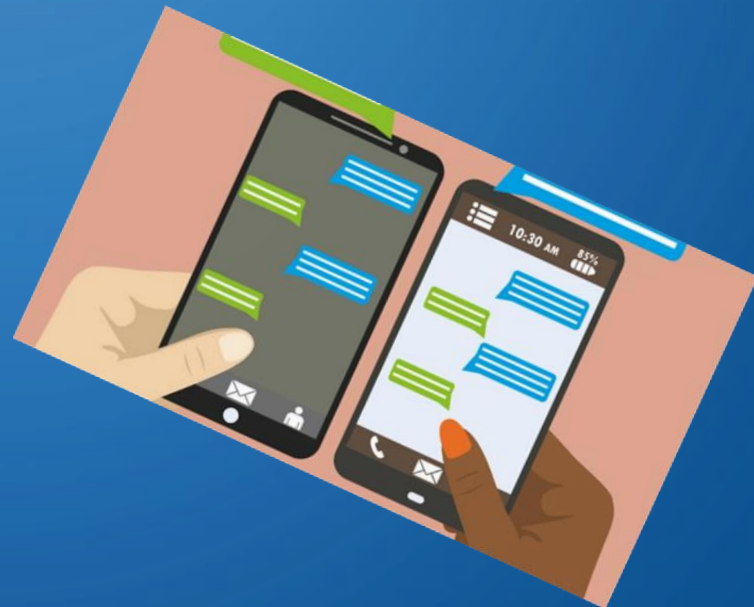
FORMAT PROS VS CONS

<u>Paper</u>	Eye Readable	Access can be difficult w/o proper organization	Fairly stable if in proper storage environment	Large storage space required
<u>Microfilm</u>	Eye Readable	Multiple access possible, through duplicates, time consuming	Stable in proper storage environment (500 years)	Minimizes storage space
<u>Electronic</u>	Not eye readable - requires hardware and software	Multiple access if indexed right	Unstable, constantly changing/ becomes obsolete	Becoming less expensive with minimal physical space required, if maintained right.*

EMAIL AS A RECORD?

- **DISCLAIMER!**

- The medium of a record does not define a record; it is the content that defines what a record is.
- Think about the content before you delete



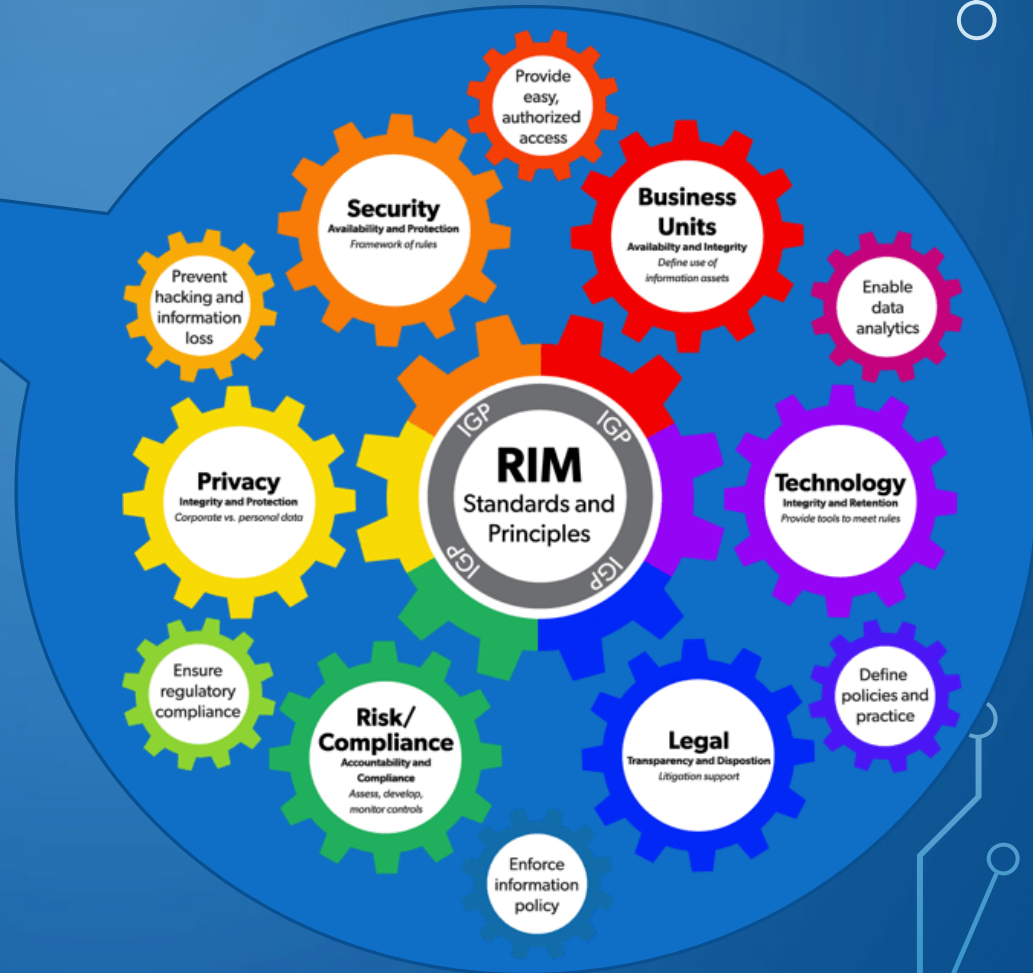
EMAIL AS A RECORD

**ALL MY EMAILS
ARE SPECIAL!!!**

80% of your emails
are transitory.

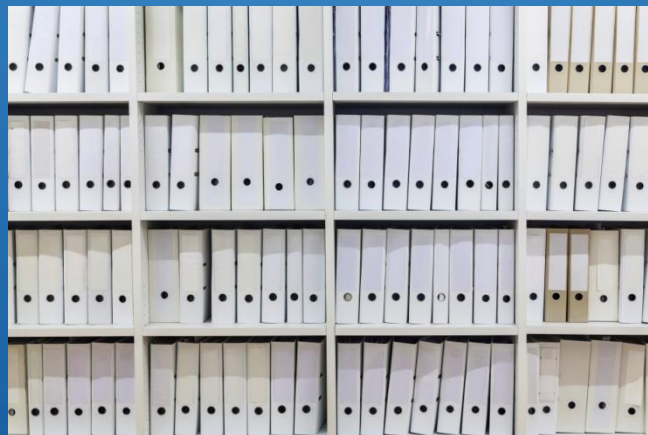


WHAT IS RECORDS MANAGEMENT?



WHY RECORDS MANAGEMENT?

- **Promotes Public Trust and Maintains Legal Compliance**
- **Space, Cost and Time Savings**
- **Documents Institutional Memory of Local Government**



OHIO PUBLIC RECORDS LAWS

- **Basis for your records program:**

- **ORC 149.011 and ORC 1306**: defines the basic definitions of a record
- **ORC 149.43**: defines how records must be made available to the public – defines closed records
- **ORC 149.38**: defines county records commissions and requirements for retention schedules
- **ORC 149.381**: defines the review of disposal of records and schedules of records retention and disposition by the OHC
- **Superintendence Rule 26 – Courts**
- **2021 Ohio Sunshine Laws – Ohio Attorney General**

COUNTY RECORDS COMMISSION

- ORC 149.38

County Records Commission [ORC 149.38]	Member of the Board of County Commissioners as chairperson Prosecuting Attorney Auditor Recorder Clerk of Court of Common Pleas	Meet at least once every 6 months	Can hire an archivist or records manager	Shall appoint a secretary who may or may not be a member of the commission
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RECORDS INVENTORY & APPRAISAL

An inventory & appraisal helps you to determine

- What records your office creates
- Where the records are stored
- How long they should be kept

RECORDS APPRAISAL



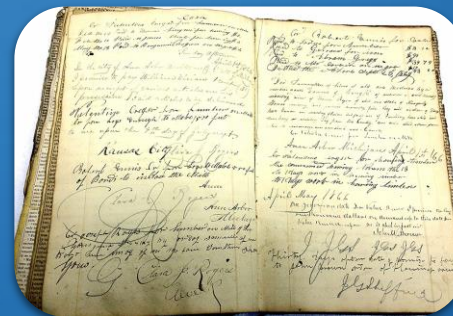
Administrative



Legal



Fiscal



Historical

RETENTION PERIODS

➤ Time, such as:

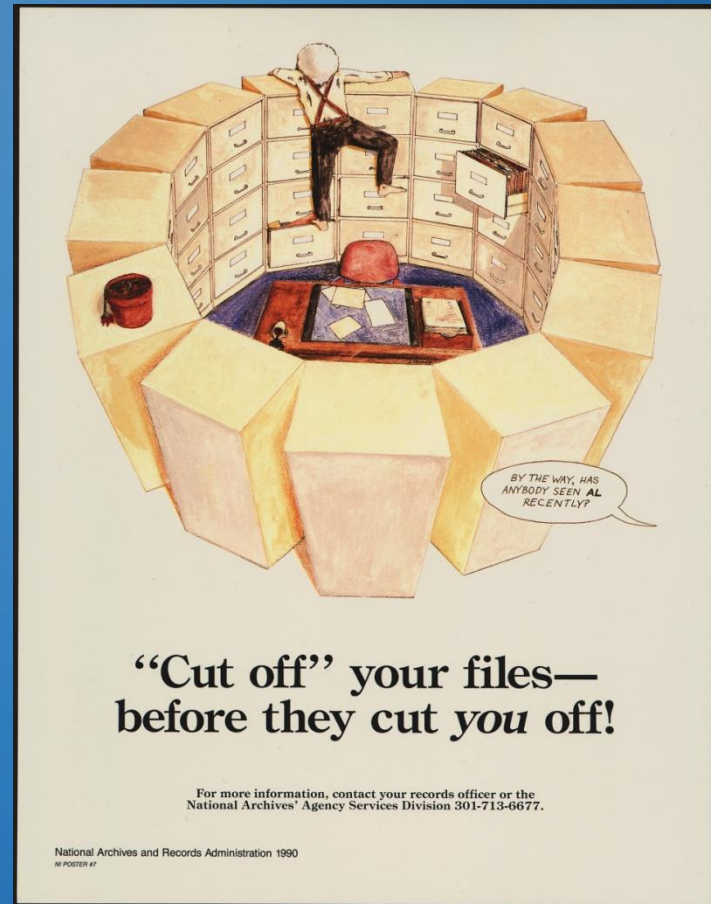
- 3 years
- Permanent

➤ Event, such as:

- Until audited
- Until recorded with County

➤ Combination, such as:

- Life of levy 3 years after case closed
- plus 1 year



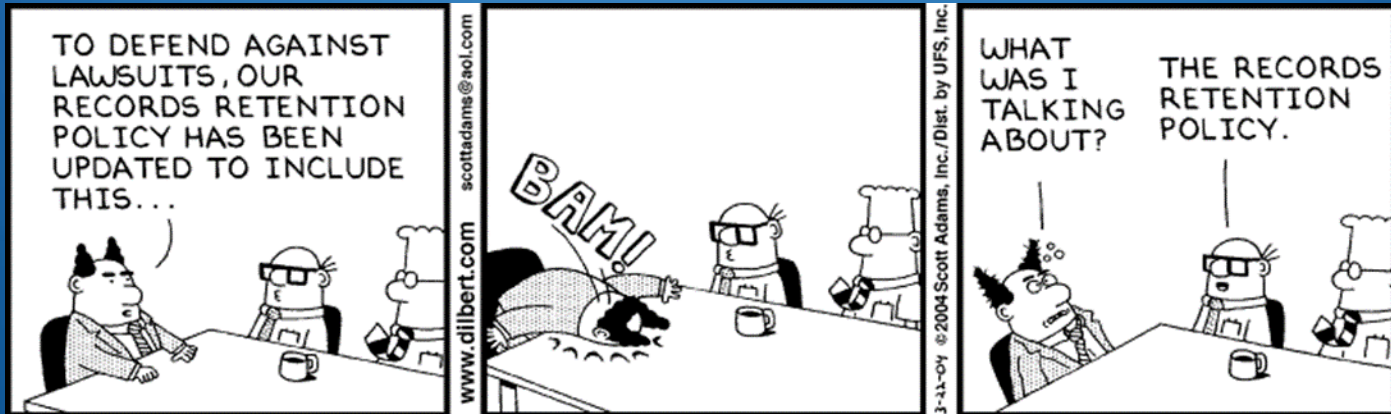
LOCAL GOVERNMENT RECORDS PROGRAM



- **ORC 149.31** establishes the Ohio History Connection (OHC) as the state archives administration for the state and its political subdivisions.
- **LGRP has developed three forms to facilitate your policies**
 - RC-1: One-Time Disposal of Obsolete Records
 - RC-2: Retention Schedule
 - RC-3: Certificate of Records Disposal

GENERAL RETENTION SCHEDULE/RC-2

- What is it?
 - Who must follow this?
 - Exceptions
- County Suggested Records Retention Schedule - CARMA



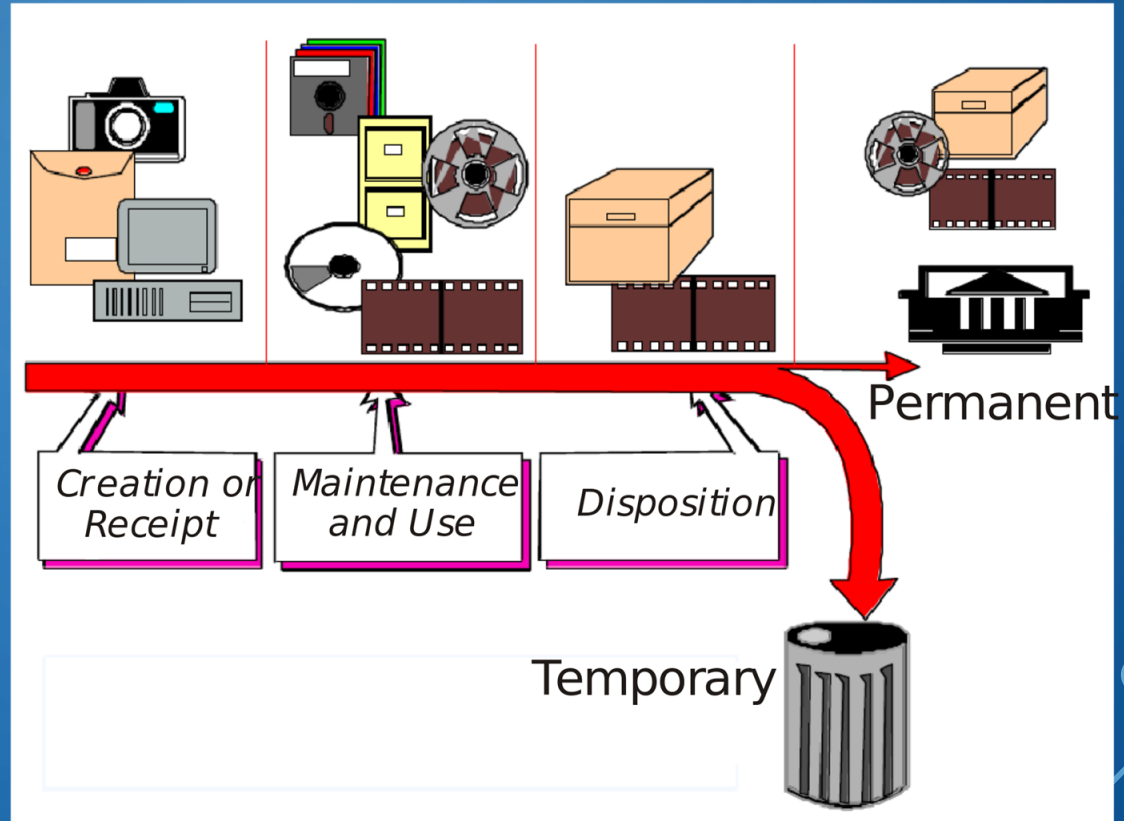
SUPERINTENDENCE RULES 26

- **Sup. R. 26.01 to 26.05**
- **All Courts in the State of Ohio**
- **Intended to provide minimum standards for the maintenance, preservation, and destruction of records within the courts & to authorize alternative electronic methods and techniques.**



DESTRUCTION PROCESS

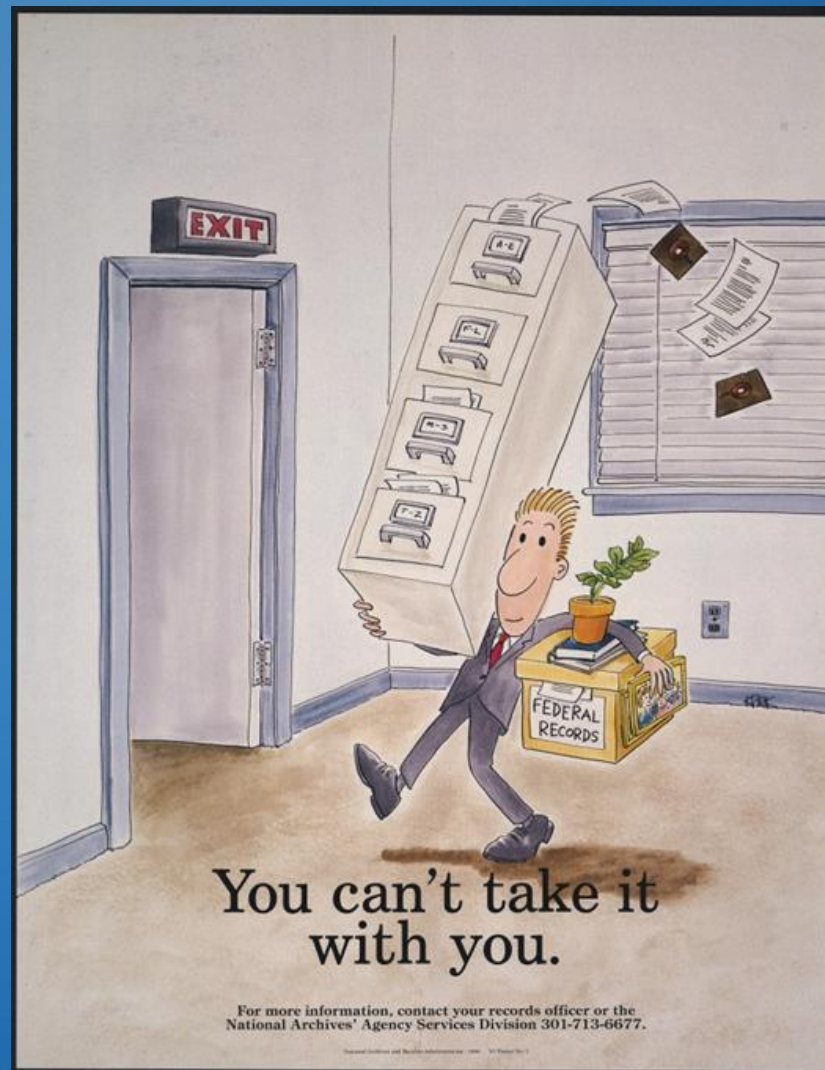
- ORC 149.351



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DESTRUCTION

- **Forms**
 - RC-1
 - RC-3
 - Court Order
- **Approval Process**





WHERE TO GO FROM HERE?

RESOURCES



- [LGRP Records Forms](#)
- [Setting up a Records Program – OHC](#)
- [Ohio Local Government Records Management Listserv](#)
- [Training Opportunities](#)

- **Forum for professional discussion and information sharing among county records professionals - [Brochure](#)**
- **Currently have presentation in 42 of the 88 counties**
- **Open to any county employee involved in records or archives**
- **Two annual meetings**
- **[County Suggested Retention Schedules](#)**
- **[Local Government Records Manual – 2017](#)**
- **[Statement on Permanent Records](#)**



- [General Electronic Records Management](#)
- [Guidelines for Managing Email](#)
- [Social Media Management](#)
- [Social Media: The Records Management Challenge \(2020\)](#)



QUESTIONS TO CONSIDER

- **Do you know what records you are required to keep?**
- **Do you have a records retention schedule or policy in place?**
- **If yes, are you disposing of your items when they've hit their retention?**
- **How are your records being stored, and how are you preserving your long term or permanent records?**
- **What additional policies do you need to create to best manage your records?**

OTHER POLICIES TO CONSIDER



Public Records Policy

Social Media Policy

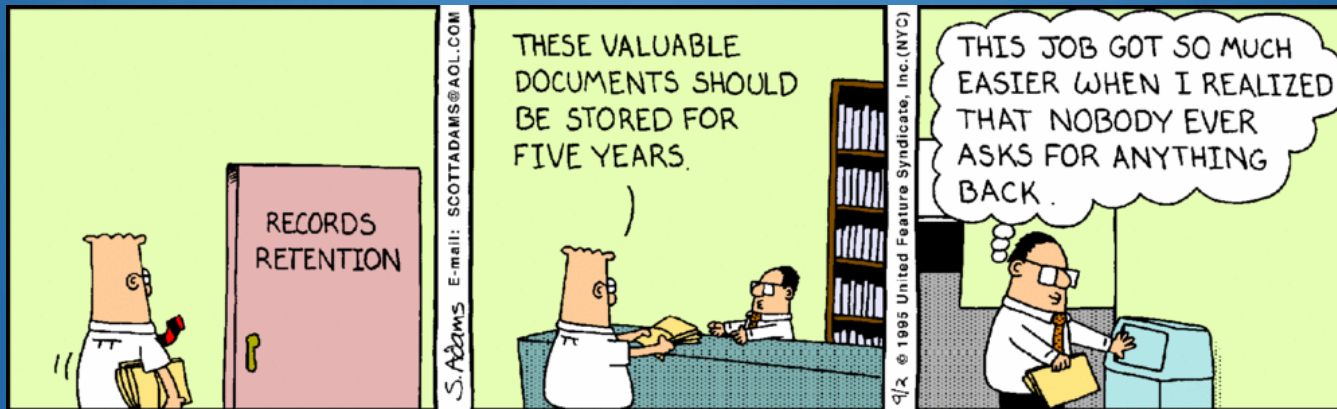
Personnel Policy vs. Public Policy

Disaster Recovery Policy

USEFUL LINKS

- Ohio History Connection: www.ohiohistory.org
- Local Government Records Program: www.ohiohistory.org/lgr
- CARMA: www.ohiohistory.org/carma
- Ohio Preservation Council: [OPC](http://www.opc.org)
- Ohio Historical Records Advisory Board: <https://ohrab.org/>
- NAGARA: [LOCAL GOVERNMENT RECORDS MANAGEMENT TECHNICAL BULLETINS](#)

QUESTIONS?



WARREN COUNTY RECORDS CENTER AND ARCHIVES
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