

RESOLUTION 2023 - 88

RESOLUTION – ESTABLISHING A RECORD RETENTION POLICY FOR SANDUSKY COUNTY COMMISSIONERS' OPEN PUBLIC SESSION AUDIO RECORDINGS

The Board of County Commissioners, Sandusky County, Ohio, met in regular session on the 16th day of March, 2023, at the office of the Board with the following members present:

Charles Schwochow

Russ Zimmerman

Scott Miller

Commissioner Zimmerman moved the adoption of the following resolution:

Whereas, A public body must keep full and accurate minutes of its meetings, but those minutes do not have to be an exact transcript of every word said, and,

Whereas, audio recordings of meetings of the Sandusky County Board of Commissioners are to be made solely for the purpose of facilitating the preparation of the minutes of the meeting, and,

Whereas, these audio recordings will not serve as the permanent record for such public session, but the written transcribed minutes shall be the permanent record of these public sessions, and,

Whereas, these audio recordings of any meeting of the Board of Commissioners are required to be retained only until after the minutes of the particular meeting have been adopted by the Board and may be erased or destroyed at any time after minutes of the meetings to which the audio recordings pertain are adopted by the Board, but not less than 30 days after the recording, unless otherwise ordered by the Board as to a particular meeting and shall be made available as a public record request during this time period.

THEREFORE; Be It Resolved,

Section 1. Audio recordings of the Sandusky County Board of Commissioners Open Public Session meetings shall not serve as the permanent record for such public session, but the written transcribed minutes shall be the permanent record of these public sessions. These recordings shall be available effective for the session of March 23, 2023.

Section 2. Audio recordings will be retained only until after the minutes of the particular meeting have been adopted by the Board and may be erased or destroyed at any time after minutes of the meetings to which the audio recordings pertain are adopted by the Board, but not less than 30 days after the recording, unless otherwise ordered by the Board as to a particular meeting and shall be made available as a public record request during this time period.

Section 3. Due to the size of the recordings, public record requests will be filled by copying the recordings on a flash drive supplied by the Sandusky County Board of Commissioners at the rate of \$2.00 per flash drive or uploaded to a personal google drive or drop box.

Section 3. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were so adopted in an open meeting of this Board, and that all formal actions, were in meetings open to the public, in compliance with all legal requirements.

Commissioner Miller seconded the above resolution and the vote upon its adoption resulted as follows:

Paul Schuchert, yes
Ammerman, YES
Joseph, YES

Considered and adopted by unanimous vote.

Attest: Theresa Brown
Clerk to the Board

Date: 3-16-2023

file: commissioners

copies:

I, the undersigned, Clerk of the Board of Commissioners, Sandusky County, Ohio, do hereby certify that the foregoing is a true and correct copy from the official record of the Board of County Commissioners as recorded in the official Journal.

Clerk, Board of County Commissioners