

**LAKE COUNTY
RECORDS COMMISSION MEETING
June 18, 2024
9:30 AM
COMMISSIONERS' CHAMBERS**



**JOHN R. HAMERCHECK, COMMISSIONER
CHARLES E. COULSON, PROSECUTOR
CHRISTOPHER GALLOWAY, AUDITOR**

**BECKY LYNCH, RECORDER
FAITH ANDREWS, CLERK OF COURTS
JENNIFER BELL, CLERK**

- **CALL TO ORDER**

- **ROLL CALL**

- **APPROVAL OF MINUTES: – Meeting of December 21, 2023**

motion _____ second _____ ayes _____ nays _____ abstain _____

- **OLD BUSINESS: None.**

- **NEW BUSINESS:**
 1. **RC-2 Records Retention Schedule Update-Lake County General Countywide reviewed by Prosecutor's Office.**
 - A. #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
 - B. #23-066 to include copies of documents as transient records
 - C. Added in #23-074 to establish a retention period for workers' compensation fitness waivers

motion _____ second _____ ayes _____ nays _____ abstain _____
 2. **Establishing Rules for the Records Commission**

motion _____ second _____ ayes _____ nays _____ abstain _____

- **ADJOURN:**

motion _____ second _____ ayes _____ nays _____ abstain _____