

LAKE COUNTY
RECORDS COMMISSION MEETING
December 11, 2025
9:45 AM
COMMISSIONERS' CHAMBERS



JOHN T. PLECNIK, COMMISSIONER
CHARLES E. COULSON, PROSECUTOR
CHRISTOPHER GALLOWAY, AUDITOR

BECKY LYNCH, RECORDER
CARL DIFRANCO, CLERK OF COURTS
JENNIFER BELL, CLERK

- CALL TO ORDER
- ROLL CALL
- APPROVAL OF MINUTES: – Meeting of June 23, 2025

motion _____ second _____ ayes _____ nays _____ abstain _____

- OLD BUSINESS: None.
- NEW BUSINESS:

1. RC-2 Records Retention Schedule Update – Lake County Clerk of Courts

The update includes the clarification of the record category contained in ADM-20. The prosecutor's office already reviewed it.

2. RC-2 Records Retention Schedule Update – Lake County Job & Family Services

Updates to the Program Records to include ODJFS User Access Forms, Tax Information Safeguarding Agreements, and MOUs for Child Abuse & Neglect and APS.

3. RC-2 Records Retention Schedule Update – Lake County ADAMHS Board

Additional record schedule numbers were added that are highlighted on the document. Everything that has been added is specific to mental health and addiction records. Some lines that were deleted did not pertain to their Board.

motion _____ second _____ ayes _____ nays _____ abstain _____

- ADJOURN:

motion _____ second _____ ayes _____ nays _____ abstain _____