

# Rules for Retention and Disposal of Lake County Records

The Lake County Records Commission hereby adopts the following rules for records retention and disposal:

1. All departments shall comply with Ohio Public Records Law and any records retention schedule adopted.
2. Repairing records will be performed on site in Lake County, when possible. If a record needs repair that can not be performed on site, the record may be removed from Lake County's custody for the repair to be performed. A duplicate copy should remain in Lake County's custody, if possible.

## LAKE COUNTY RECORDS COMMISSION

  
Lake County Commissioner

  
Prosecuting Attorney

  
Clerk of Courts

  
Lake County Auditor

  
Lake County Recorder

## CLERK'S CERTIFICATION

I, Jennifer Bell, Clerk of the Records Commission, within and for Lake County, and in whose custody the Files and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the document bearing this certification is a true and accurate copy adopted by said Board on June 14, 2018.

WITNESS my signature, this fourteenth day of June, 2018.

  
Jennifer Bell, Clerk  
Lake County Records Commission