



**FAIRFIELD COUNTY CLERK OF COURTS**  
**Branden C. Meyer**

**FOR IMMEDIATE RELEASE**

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**Fairfield County Clerk of Courts Office Provides Continuous Quality Improvement  
Through Valuable Training Opportunities**

As “Keeper of the Records” for Fairfield County, Clerk of Courts Branden C. Meyer is responsible for preserving and protecting all Common Pleas Court legal documents, as well as many title-related records. He is committed to searching for ways to renew the trust from the public they serve, to improve and enhance customer services, and to increase quality efficiency and effectiveness.

One of the first steps Mr. Meyer took to improving quality and restoring integrity within the new office was to require mandatory, office-wide ethics training from the State of Ohio’s Ethics Commission. This initiative provided strict guidelines for all employees to adhere to, and established a foundation of trust, security, and alliance with the citizens of Fairfield County.

Similarly, the Court Information Specialist and IT staff has been involved in many webinars, conferences and seminars focusing on e-records, ITS systems and security and risk management principles. Of note were the recent Ohio Electronic Records Committee (Ohio ERC) and the National Association of Government Archives and Records Administrators (NAGARA) forum in March and the Ohio Judicial Conference (OJC)/Combined Court Technology Sessions offered in May.

Next, the National Passport Center announced two (2) separate dates and locations for Passport Acceptance Agent Training, in which several Fairfield County Clerk of Courts Title employees participated. Attendance was applicable for both new and experienced Acceptance Agents so all attendees benefitted from this valuable training.

In addition to the above training opportunities, Clerk Meyer’s records staff recently attended the Ohio County Archivists and Records Managers Association (CARMA) Spring Meeting at the Ohio Historical Society’s facility in Columbus, Ohio. In a continued attempt to remain compliant with the State’s ever-changing rules and records retention guidelines, this seminar provided Deputy Clerks with vital information on archiving techniques, record emergency action plan practices, in-house disaster recovery procedures, as well as an open discussion of current records management issues. Clerk Meyer has also approved a team of records employees to attend CARMA’s Fall Conference in Summit County, Ohio on October 10, 2014.

Above are just a few of the training opportunities in which the Fairfield County Clerk of Courts’ staff participated and with minimal or no financial cost to the county. Each is intended to ensure that this office continuously operates in the most productive, transparent and customer-focused manner.

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