



Delaware County Records Commission

Delaware County Records Commission Agenda April 13, 2022

- I. Call to Order
- II. Review and potential approval of the minutes from the October 13, 2021 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
 - General Schedule for all departments and agencies
 - Schedule numbers revised 22-23 (Contracts) and 22-52 (Leases)
 - Office of Homeland Security and Emergency Management/Local Emergency Planning Committee
 - Entire schedule revised
 - Records Center
 - Schedule over 5 years old. Schedule reviewed and revised
 - Records Commission
 - A new stand-alone RC2. Was a part of the Records Center RC2
- IV. Records Center Cost Schedule
- V. Any other matters of concern for the Records Commission
- VI. Next Meeting
 - Establish a date and time for the next meeting
- VII. Adjournment



Delaware County Records Commission

Delaware County Records Commission Regular Meeting of April 13, 2022

Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:00 a.m.

Commission members present: Commissioner Jeff Benton, Clerk of Courts Natalie Fravel, Auditor George Kaitsa and Assistant Prosecuting Attorney Chris Betts for Prosecutor Melissa Schiffel

Staff Present: Dawn Huston (Deputy County Administrator, Commissioner's office) and Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the October 13, 2021 regular meeting

Motion: Clerk Fravel moved to approve the October 13, 2021 meeting minutes as written.

The motion was seconded by Auditor Kaitsa. All present were in favor by voice vote.

Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. General Schedule for all departments and agencies
2. Office of Homeland Security and Emergency Management/Local Emergency Planning Committee
3. Records Center
4. Records Commission

Motion: Clerk Fravel moved to approve the Records Retention and Disposition forms as submitted, seconded by Auditor Kaitsa. All present were in favor by a voice vote.

Motion carried.

Records Center Cost Schedule

A revised cost schedule was presented. The schedule will be reviewed annually.

Motion: Auditor Kaitsa moved to approve the cost schedule. Seconded by Clerk Fravel.

All present were in favor by a voice vote. Motion carried.

Any other matters of concern for the Records Commission

Ms. Shaw will be working to provide better access to the County's historical records by utilizing the Records Center web page. Ron Clayton will be her IT contact. Family Search will be scanning the Commissioner's Journals and Probate records. The service will allow the County to receive the scanned images for the web site, free of charge. Links will be included on the web page that will provide access to Family Search scans completed in prior years.

Scanning Services

Marion County Clerk Jessica Wallace and staff Jada Husbands and Brandy Gandert, Recorder Debra Miller and Serenity Linstedt, Chief Deputy for Family Court (Juvenile and Probate Courts) toured the Records Center on April 7th. Upon seeing the Center's operations, Ms. Shaw was ask if the Center could assume the scanning and preservation services for Marion Clerk of Courts and Probate Court. Ms. Shaw stated she would take the request before the April 13th Records Commission meeting. After some discussion, the Commission decided that the Records Center was not in a position to take on the services for Marion County. Ms. Shaw is to notify Marion County of the Records Commission decision. When notifying Marion County, Clerk Fravel requested that her consultation services be extended with that of the Records Center.

Next meeting October 26, 2022
10:00 a.m.
Historic Courthouse, 2nd floor conference room

Adjournment

Auditor Kaitza moved to adjourn the meeting. The meeting was adjourned at 10:24 a.m.

Respectfully Submitted



Chris Shaw
Records Commission Secretary



Jeff Benton, Chairman
Board of Commissioners



Natalie Fravel, Clerk
Court of Common Pleas

Delaware County Records Commission

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Melissa Jordan
by Cenci M. Mahoney-Nelson
Chief Deputy

Melissa Jordan, Recorder
County Recorder's Office

George Kaitso

George Kaitso, Auditor
County Auditor's Office

Melissa Schiffel by *[Signature]*
Christopher D. Betts

Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office