



Delaware County Records Commission

Delaware County Records Commission

Regular Meeting of April 14, 2021

Call To Order

The regular meeting of the Delaware County Records Commission was called to order at 10:01 a.m.

Commission members present: Jeff Benton, Natalie Fravel, Melissa Jordan and George Kaitsa

Staff present: Dawn Huston (Deputy County Administrator/Director of Administrative Services, Administrative Services), Chris Betts (Civil Attorney, Prosecutor's Office) for Melissa Schiffel and Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the November 4, 2020 regular meeting

Motion: Auditor Kaitsa moved to approve the November 4, 2020 meeting minutes as amended.

The motion was seconded by Ms. Jordan. All present were in favor by a voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Board of Elections
2. Child Support Enforcement Agency
3. Human Resources
4. Insurance and Risk

Motion: Recorder Jordan moved to approve the Records Retention and Disposition forms as submitted, seconded by Mr. Betts. All present were in favor by a voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition form

1. Dog and Kennel

Motion: Auditor Kaitsa moved to approve the Records Retention and Disposition form as submitted, seconded by Clerk Fravel. The schedule was approved by a voice vote of four yes and one abstain. Motion carried.

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Shared Services Project

Ms. Shaw has communicated with the following:

1. Harlem Township
2. Marlboro Township

All work to this point has been assisting/updating RC2 forms and consulting work.

Space Needs

Space for Non-County entities

Current situation: Records Commission Resolution No. 16-01 and County Commissioners Resolution No. 1048, state that storage space will not be provided at the Records Center for non-county entities.

Would the Records Commission like to consider providing space for non-county entities since additional space may be available with the relocation of Big Lots?

After some discussion, the Commission decided to table the discussion and revisit the idea at their October 13, 2021 meeting.

Any other matters of concern for the Records Commission:

Ms. Shaw stated that on Thursday April 15th, she will be meeting with the County Engineer's office staff to assist with purging before their move to the Byxbe Building.

Recorder Jordan informed the Commission that she will be accepting large plats, maps and large drawings as part of filings. The Records Center current Digital Archive Writer (DAW) does accept some large images, however the images that are written to film with the current Writer are not legible. The resolution is poor and the ability of the DAW to show images clearly with a lot of detail is not present. Recorder Jordan is exploring all of the options to meet the legal requirements of readable and archival images.

Next Meeting October 13, 2021
 10:00 a.m.
 Historic Courthouse, 2nd floor conference room

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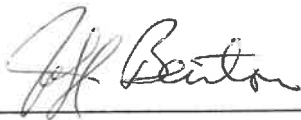
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Adjournment Clerk Fravel moved to adjourn the meeting. The motion was seconded by Recorder Jordan. The meeting was adjourned at 10:55 a.m.

Respectfully submitted



Chris Shaw
Records Commission Secretary



Jeff Benton, Chairman
Board of Commissioners



Natalie A. Fravel, Clerk
Court of Common Pleas



Melissa Jordan, Recorder
County Recorder's Office



George Kaitsa, Auditor
County Auditor's Office

 *Per Authority*
CD3

Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office