



Delaware County

RECORDS CENTER

Delaware County Records Commission

Agenda

April 17, 2007

- I. Approval of the minutes from the April 4, 2006 meeting
- II. Review and potential approval of the following Records Retention and Disposition forms:
 - Jobs and Family Services (revised)
 - Office of Homeland Security and Emergency Management (new)
 - General Health District (additions)
 - Safety Department (addition)
- III. New Business:
 - HB9
 - SB6 and its possible ramifications (A. Brenner)
 - Establish a schedule for 2007 Records Commission meetings
- IV. Old Business
 - Bar-coding system
- V. Any other matters of concern to the Records Commission



Delaware County

RECORDS CENTER

Minutes from the Delaware County Records Commission
Meeting of
April 17, 2007

The meeting of the Delaware County Records Commission was held in Commissioners Conference Room B, 101 North Sandusky Street, Delaware, Ohio. Mr. Glenn Evan, chairman called the meeting to order.

Persons present: Glenn Evans, Andrew Brenner, Jan Antonoplos, Terri Scott, Chris Betts, Lisa Iannotta, Christine Shaw

The April 4, 2006 minutes were approved as written. Mr. Brenner made the motion; Mrs. Antonoplos seconded the motion. Motion passed. Upon approval each Commission member present signed the minutes.

The approval of the following Schedule of Records Retention and Disposition forms:
Safety Department (addition to current schedule)
General Health District (additions to current schedule)
Jobs and Family Services (entire schedule revised)
Office of Homeland Security and Emergency Management (new schedule)

New Business:

Mr. Betts gave a presentation on House Bill 9.

The Commission decided to move forward with the following suggestion:

1. Suggest to the elected officials that each office appointment a person to review and respond to public requests.
2. The County establishes a central public relations contact person.
3. Public requests would be filtered thru the central public relations person.
4. Each departmental contact person would receive a synopsis of House Bill 9.
5. The County will establish a public records policy once the Attorney General's office provides a model public records policy. The County policy will be tailored to each department.

Mrs. Iannotta will move forward with the suggestion.

Minutes of the Delaware County Records Commission
Meeting of April 17, 2007
Page 2

Mrs. Iannotta notified the Commission that she is working with Downes, Hurst and Fishel to possibly bring a House Bill 9 seminar in-house. The Commission was responsive to the idea and requested that Mrs. Iannotta investigate the possibility of the seminar fulfilling the elected officials or the designees training requirement.

Mr. Betts spoke on House Bill 141 and Senate Bill 6.

Old Business:

Ms. Shaw informed the Commission that the Bar Coding project is moving forward with the Data Center.

The next the Records Commission meeting is scheduled for June 12, 2007 at 9:30 a.m. The meeting will be held in Commissioner's Conference Room B.

With no further business, Mr. Evans adjourned the meeting.


Respectfully submitted



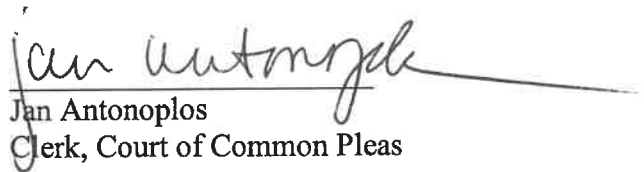
Christine Shaw
Records Commission Secretary



Glenn Evans, chairman
President, Board of Commissioners



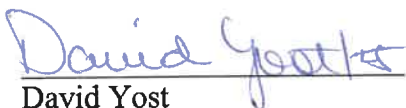
Andrew Brenner
Recorder



Jan Antonoplos
Clerk, Court of Common Pleas



Todd Hanks
Auditor



David Yost
Prosecuting Attorney