



# Delaware County Records Commission

## Delaware County Records Commission Agenda April 18, 2018

- I. Call to Order
- II. Review and potential approval of the minutes from the October 25, 2017 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - One Time Disposal of Obsolete Records (RC-1)
    - Delaware General Health District
  - Records Retention Schedules (RC-2)
    - Treasurer (Schedule # 18-04 retention changed from 4 years to 3 years, 18-09 retention changed from 5 years to until audited by the Auditor of State)
    - Emergency Communications (Director Brandt revised the schedule to mirror the current operations)
    - Board of Developmental Disabilities (Human Resources record titles and descriptions added to the existing schedule)
- IV. Imagelink 9600 Archive Writer
- V. Delaware County History Network card
- VI. Request and justification for an additional full time employee at the Records Center
- VII. Any other matters of concern for the Records Commission
- VIII. Next Meeting
  - Establish a date and time for the next meeting
- IX. Adjournment



## Delaware County Records Commission

### Delaware County Records Commission

Regular Meeting of April 18, 2018  
101 N. Sandusky Street, Delaware

#### Call to Order

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

Commission members present: Jeff Benton, George Kaitsa, Jennifer Tubaugh for Natalie Fravel, Aric Hochstettler for Carol Hamilton O'Brien and Rob Lectka for Melissa Jordan

Staff present: Christine Shaw (Records Coordinator, Records Center)

#### Approval of the minutes for the October 25, 2017 regular meeting

**Motion:** Mr. Kaitsa moved to approve the October 25, 2017 meeting minutes as submitted, seconded by Mr. Lectka. All present were in favor by a voice vote. Motion carried.

#### Approval of the following Schedule of Records Retention and Disposition forms

One Time Disposal of Obsolete Records Form (RC-1)

1. Delaware General Health District

Schedule of Records Retention and Disposition Forms (RC-2)

1. Treasurer
2. Emergency Communications
3. Board of Developmental Disabilities

**Motion:** Mr. Kaitsa moved to approve the One Time Disposal of Obsolete Records form and the Schedule of Records Retention and Disposition forms as submitted, seconded by Mr. Hochstettler. All present were in favor by voice vote. Motion carried.

#### Imagelink 9600 Archive Writer

Ms. Shaw provided an update on the recently purchased Imagelink 9600 Archive Writer. The Writer was installed on March 13<sup>th</sup>. The equipment is in

the testing phase as the County IT department continues to rewrite the software.

**Delaware County History Network card**

A copy of a history network card that includes the Records Center was provided to each member present. The card was assembled by the Delaware County Historical Society and is intended to act as a guide to those researching in Delaware County.

**Request and justification for an additional full time employee at the Records Center**

After some discussion, Commissioner Benton requested additional information regarding the proposal. Ms. Shaw is to contact Deputy Administrators Huston and Kille and prepare a globe plan that includes number of staff employed at the Records Center, one time projects versus permanent projects and whether a temporary employees would be more cost effective than a permanent employee. Once a plan is completed, Commissioner Benton can be contacted to schedule another Records Commission meeting.

**Any Other Matters of Concern for the Records Commission**

None

**Next Meeting**        No meeting scheduled

**Adjournment**        Commissioner Benton adjourned the meeting at 10:28 a.m.

Respectfully submitted



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Christine Shaw  
Records Commission Secretary

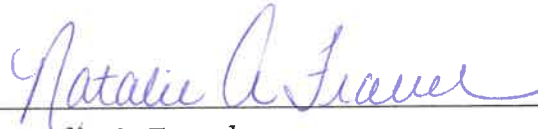
Delaware County Records Commission

Regular Meeting of April 18, 2018

Page 3



Jeff Benton, Chairman  
Board of Commissioners



Natalie A. Fravel  
Clerk, Court of Common Pleas



Melissa Jordan  
Recorder



George Kaitsa  
Auditor



Carol Hamilton O'Brien  
Prosecuting Attorney