



Delaware County Records Commission

County Records Commission

Agenda

April 19, 2017

- I. Call to Order
- II. Review and potential approval of the minutes from the October 5, 2016 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - Board of Developmental Disabilities (Revised retention schedule)
 - Human Resources (Revised retention schedule)
 - Sanitary Engineer (Revised retention schedule)
 - Treasurer (Revised retention schedule)
- IV. Any other matters of concern for the Records Commission
- V. Next Meeting
Establish a date and time for the next meeting
- VI. Adjournment



Delaware County Records Commission

Delaware County Records Commission

Regular Meeting of April 19, 2017

Commissioner's conference room, 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, Natalie Fravel and Aric Hochstettler for Carol Hamilton O'Brien

Staff present: Ferzan Ahmed (County Administrator, Commissioners Office), Jared Zirillo (Director of Operations/Business Manager, Board of Developmental Disabilities) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the October 5, 2016 regular meeting

Motion: Mr. Kaitsa moved to approve the October 5, 2016 meeting minutes as submitted, seconded by Mr. Hochstettler. 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 Developmental Disabilities (Revised retention schedule)
2. Human Resources (Revised retention schedule)
3. Sanitary Engineer (Revised retention schedule)
4. Treasurer (Revised retention schedule)

Motion: Mr. Kaitsa moved to approve the Schedule of Records Retention and Disposition forms as submitted, seconded by Ms. Fravel. All present were in favor by voice vote. Motion carried

Any Other Matters of Concern for the Records Commission

Ms. Shaw presented to the Commission the CARMA (Ohio County Archivists and Records Managers Association) brochure along with information regarding HB139. HB139 is an initiative lead by the CARMA Legislative Committee. The Legislative Committee has been working on this issue for the last few years. The bill would amend part of the Ohio Revised Code. This amendment would allow access to previously closed historical records that are over 100 years old. Examples of these records would include adoptions, lunacy records, county home registers, children's home registers, and veteran's relief records.

Currently each county in Ohio can decide whether or not these records can be open to the public. The problem is that there is a great deal of inconsistency throughout the state. For example, in Greene County the Probate Judge has determined that these records can be released once they are over 100 years old. If you travel to nearby Clinton or Montgomery County, these records remain closed. In Delaware County Judge Hejmanowski has provided a Judgement Entry stating that Adoptions and Mental Illness (aka Lunacy) Records for the year 1937 and all years prior, be open to the public for review.

The first hearing for HB139 is scheduled for April 25, 2017 at 10:00 a.m. Ms. Shaw will be attending the hearing as a member of the Legislative Committee and aiding with the passage of the legislation.

Next Meeting October 25, 2017 - 10:00 a.m. – Commissioner's Office Conference Room B



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Adjournment

Chairman Benton adjourned the meeting at 10:21 a.m.

Respectfully submitted

Christine Shaw
Records Commission Secretary

Jeff Benton, Chairman
Board of Commissioners

Natalie A. Fravel
Clerk, Court of Common Pleas

Melissa Jordan
Recorder

George Kaitso
Auditor

Carol Hamilton O'Brien
Prosecuting Attorney