



# Delaware County Records Commission

## Delaware County Records Commission Agenda April 22, 2020

- I. Call to Order
- II. Review and potential approval of the minutes from the November 20, 2019 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
  - Board of Developmental Disabilities – Additions: 20-023, 20-027, 20-029, 20-033, 20-034, 20-035, 20-036, 20-040, 20-042, 20-053, 20-056, 20-057, 20-060, 20-061, 20-067, 20-068, 20-069  
Current schedule dated March 29, 2018
  - County Engineer – Entire schedule updated  
Current schedule dated Nov 17, 1977
  - Human Resources – 20-09 retention revised  
Current schedule dated Oct 30, 2019
  - Regional Planning – Entire schedule and letter updated  
Current schedule dated Nov 18, 1977  
Current letter dated March 26, 2003
- 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 22, 2020  
Virtual Zoom meeting

#### Call To Order

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

Commission members present: Jeff Benton and Natalie Fravel

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

#### Approval of the minutes for the November 20, 2019 regular meeting

**Motion:** Clerk Fravel moved to approve the November 20, 2019 meeting minutes 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 forms

1. Board of Developmental Disabilities
2. County Engineer
3. Human Resources
4. Regional Planning

**Motion:** Mr. Kille moved to approve the Records Retention and Disposition forms as submitted, seconded by Clerk Fravel. All present were in favor by voice vote. Motion carried.

#### Any other matters of concern for the Records Commission:

#### Collecting Copy Fees during the COVID-19 Pandemic

The Commission instructed the Records Center staff to not collect fees for certified marriage records and other copies of records during the COVID-19 pandemic. Once the pandemic is over the fees will be reinstated. Other costs listed in the 2019 Records Center Work Plan shall be followed.

### **Microfiche/Microfilm scanning project**

Commissioner Benton ask how the project was advancing. Ms. Shaw explained that the project is moving forward. The Probate staff is not assisting with the indexing due to the COVID-19 pandemic. Once the pandemic is over the Probate Staff will return to indexing the scans. Due to the County's hiring freeze an intern that was approved to assist with the project in May, could possibility assist with the project the first part of July.

### **Shared Services Project**

Commissioner Benton requested an update on the shared services initiative. Ms. Shaw explained that the initiative has become a joint effort with the Prosecutor's office. Mr. Betts and Ms. Shaw have planned an all-day training for November 19<sup>th</sup> 2020. The morning portion of the training will be presented by Mr. Mark Altier, Esq, Director of the Open Government Constitutional Offices Section of the Ohio Attorney General's Office. Mr. Altier will present on Certified Public Records Training (3 hours CPE/3 hours CLE for Attorneys). The afternoon session will be presented by Ms. Pari Swift, University Records Manager with The Ohio State University. Ms. Swift will present on Records Management Practices and Procedures For Ohio's Local Government (2 hours CPE). The training will take place at the Frank B. Willis Building, 2079 US Rte. 23 North, Delaware.

### **Transition Plan to Reopen the Records Center to the Public**

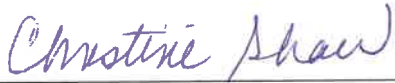
Commissioner Benton requested an update on the Records Center reopening to the public. The Records Center will follow the County's Phase-In process. Staff will continue to wear masks and/or gloves when helping the public. Staff will maintain the appropriate social distancing guidelines at each workstation and with other staff. Ms. Shaw will contact Facilities to request a Plexiglas barrier be installed at the Center's front counter. Each employee will be responsible for self-checking for Coronavirus symptoms before reporting to work. If the employee has symptoms they shall inform their supervisor and not report to work. Staff has been working staggered times and will continue this practice until told otherwise.

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

**Next Meeting**            November 2020

**Adjournment**      Commissioner Benton adjourned the meeting at 10:30 a.m.

Respectfully submitted



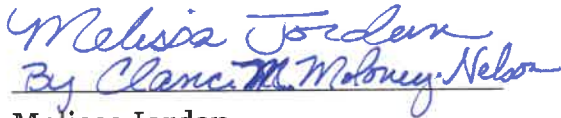
Christine Shaw  
Records Commission Secretary



Jeff Benton, Chairman  
Board of Commissioners



Natalie A. Fravel  
Clerk, Court of Common Pleas

  
By Clarence M. Moloney Nelson

Melissa Jordan  
Recorder



George Kaitsa  
Auditor



by  Christopher D. Betts

Melissa Schiffel  
Prosecuting Attorney