



Delaware County

RECORDS CENTER

Minutes from the Delaware County Records Commission
Meeting of
April 4, 2006

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

Persons present: James Ward, Jan Antonoplos, Terri Scott, Andrew Brenner, Todd Hanks, Steve Lewis, Kevin Williams and Christine Shaw

The February 27, 2006 minutes were approved as written. Mr. Hanks made the motion; Mr. Brenner seconded the motion. Motion passed. Upon approval each Commission member present signed the minutes.

The approval of the following Schedule of Records Retention forms:

- None

New Business:

- None

Old Business:

Off-site storage. Mr. Williams communicated that he spoke with Archives One and Fireproof. Both firms are on state-term contract. Mr. Williams is in the process of comparing the state-term contracts and will relay the information to each Commission member via e-mail.

Grants. Mr. Brenner stated that he is researching vendors and grants to perform the indexing for the Records office. It was suggested that before any grant is submitted departments communicate to ensure that each is not applying for the same grant.

The Commission approved Ms. Shaw to attend a class relating to the grant process on May 11, 2006.


Box Bar-Coding. Mr. Lewis stated that nothing has been done toward a system and someone from the Data Center would contact Ms. Shaw.


Instance Quote. Mr. Lewis stated that he has spoken with Results Engineering and that the material scanned by 3SG is one instance that has been divided into two parts. The two parts being the original scans and the second part being the corrections. Before the two parts can come together the departments must decide which material they would like to retain. The following departments are to respond to Ms. Shaw by April 24, 2006 with an answer, Commissioner's office, Prosecutor's office and the Auditor's office. The Clerk of Courts has already responded. The Clerk of Courts original scans are satisfactory. Once Ms. Shaw receives the responses she is to provide the information to Mr. Lewis.

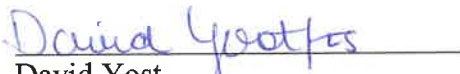
With no further business, Mrs. Antonoplos made the motion to adjourn the meeting. Mrs. Scott seconded the motion. Meeting adjourned.




Christine Shaw
Records Commission Secretary


James Ward, chairman
President, Board of Commissioners


Andrew Brenner
Recorder


David Yost
Prosecuting Attorney


Jan Antonoplos
Clerk of Courts

absent

Todd Hanks
Auditor