



Delaware County Records Commission

County Records Commission

Agenda
April 6, 2016

- I. Call to Order
- II. Review and potential approval of the minutes from the October 14, 2015 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - Adult Court Services (New retention schedule)
 - Clerk of Courts (New retention schedule)
 - Treasurer (Change to the existing retention schedule)
- IV. National Historical Publications and Records Commission (NHPRC) grant collaboration project
- V. Any other matters of concern for the Records Commission
- VI. Next Meeting
Establish a date and time for the next meeting
- VII. Adjournment



Delaware County Records Commission

Delaware County Records Commission

Regular Meeting of April 6, 2016

Commissioner's conference room, 101 N. Sandusky Street, Delaware

Call To Order

Commissioner Benton called the meeting of the Delaware County Records Commission to order at 10:03 a.m.

Commission members present: Jeff Benton, George Kaitsa, Jan Antonoplos, Aric Hochstettler for Carol Hamilton O'Brien

Staff present: Dawn Huston (Assistant County Administrator and Director of Administrative Services, Administrative Services), Chris Betts (Assistant County Prosecutor, Prosecutor's office) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the October 14, 2015 regular meeting

Motion: Mrs. Antonoplos moved to approve the October 14, 2015 meeting minutes as submitted, seconded by Mr. Hochstettler. The motion passed by a 2-0 vote with Mr. Kaitsa abstaining. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Adult Court Services (New retention schedule)
2. Clerk of Courts (New retention schedule)
3. Treasurer (One change to the existing retention schedule)

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

Any Other Matters of Concern for the Records Commission

Mrs. Huston received a request from the City of Delaware inquiring if the County could become the repository for the City Council Minute books. The request also ask the County to store boxes of City Council agendas, ordinances and resolutions. Ms. Shaw communicated with Michele Kohler, Delaware City's contact regarding the number of books, size of books, number of boxes and the approximate number of additional books and boxes in coming years. A copy of the City's approved retention schedule was also requested. Ms. Shaw noted that in 2014 some Townships inquired to whether the County could store records for them. After some discussion it was recommended that the Records Center only store county records. The Commission agreed with Mrs. Huston's recommendation that a resolution be brought before the Commission at their next meeting. The resolution would be a recommendation to the Board of County Commissioners. Mr. Hochstettler stated that a resolution of recommendation should go before the Board of Commissioner per the statute. Ms. Huston is to notify the City of the Commission's decision and Ms. Shaw is to draft a resolution for the next Records Commission meeting.

Next Meeting October 5, 2016 - 10:00 a.m. – Commissioner's Office Conference Room B

Adjournment

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



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Respectfully submitted

Handwritten signature of Christine Shaw in blue ink.

Christine Shaw
Records Commission Secretary

Handwritten signature of Jeff Benton in blue ink.

Jeff Benton, Chairman
Board of Commissioners

Handwritten signature of Jan Antonoplos in blue ink.

Jan Antonoplos
Clerk, Court of Common Pleas

Handwritten signatures of Melissa Jordan and Andrea Wigal in blue ink.

Melissa Jordan
Recorder

Handwritten signature of George Kaitsa in blue ink.

George Kaitsa
Auditor

Handwritten signature of Carol Hamilton O'Brien in blue ink.

Carol Hamilton O'Brien
Prosecuting Attorney