



# Delaware County Records Commission

## County Records Commission

Agenda  
April 8, 2015

- I. Call to Order
- II. Review and potential approval of the minutes from the November 12, 2014 regular meeting
- III. Townships Records Management Needs  
Follow-up discussion from the November 12, 2014 meeting  
A random selection of Townships were called to see if they were scanning records. See attached
- IV. Public Terminal in the Records Center lobby  
Follow up discussion from the November 12, 2014 meeting. See attached
- V. Resolution 15-4: Delaware Metropolitan Housing Authority requesting the Delaware County Records Commission to act as their Records Commission
- VI. Resolution 15-01: Establishing the Delaware County Records Commission as the Designated Records Commission for the Delaware County Metropolitan Housing Authority
- VII. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - Auditor (Entire retention schedule revised)
  - Clerk of Courts/General Division, Domestic Relations Division and Bookkeeping Division (New retention schedule)
  - County General Schedule (Entire retention schedule revised)
  - Economic Development (Entire retention schedule revised)
  - General Health District (WIC) (Entire retention schedule revised)
  - General Health District (Fiscal) (Entire retention schedule revised)
  - General Health District (Personal Health) (Entire retention schedule revised)
  - General Health District (General) (Entire retention schedule revised)
  - General Health District (Information Technology) (Entire retention schedule revised)
  - Metropolitan Housing Authority (New retention schedule)
  - Sheriff (Entire schedule revised)
  - Sheriff's Office RC1 form
- VIII. Any other matters of concern for the Records Commission
- IX. Next Meeting  
Establish a date and time for the next meeting
- X. Adjournment



# Delaware County Records Commission

**Delaware County Records Commission**  
Regular Meeting of April 8, 2015  
Records Center – 2079 US Rte. 23 N, Delaware

## **Call To Order**

Chairman Gary Merrell called the meeting of the Delaware County Records Commission to order at 11:02 a.m.

Commission members present: Jan Antonoplos, Carol Hamilton O'Brien, Melissa Jordan, Tony Frissora (Administrative Assistance, Auditor's office for George Kaitsa) and Gary Merrell

Staff present: Dawn Huston (Assistant County Administrator and Director of Administrative Services, Administrative Services) Chris Betts (Assistant Prosecuting Attorney, Prosecutor's office) Stephanie Burns (Communications Supervisor, Sheriff's office), Jackie Tolonese (Clerk, Sheriff's office) and Christine Shaw (Records Coordinator, Records Center)

## **Approval of the minutes for the November 12, 2014 regular meeting**

**Motion:** Mrs. Antonoplos moved to approve the November 12, 2014 meeting minutes as submitted, seconded by Mrs. Jordan. All present were in favor by voice vote. Motion carried.

## **Township Records Management Needs**

At the request of the Commission, Ms. Shaw presented a summary sheet relating to the assistance she has provided to Townships since the November 12, 2014 meeting. An additional synopsis was presented summarizing the Townships that are scanning their records. A random selection of six townships were selected. Ms. Shaw spoke with each of the township fiscal clerks regarding scanning for their Township records. The six townships represented were Washington, Berlin, Brown, Orange, Trenton and Concord. The summary showed that meeting minutes are being scanned to each Township's individual website, however no archival preservation is being done.

## **Public terminal in the Records Center lobby**

A cost analysis and a staff recommendation to not place a public terminal in the Center's lobby was presented to the Commission. The Commission accepted the staff recommendation.

## **Delaware Metropolitan Housing Authority requesting the Delaware County Records Commission to act as their Records Commission (DMHA Resolution 15-4)**

**Motion:** Mrs. Jordan moved to approve the Delaware Metropolitan Housing Authority request to have the Delaware County Records Commission act as their Records Commission, seconded by Mrs. Antonoplos. All present were in favor by voice vote. Motion carried.

## **Resolution 15-01: Establishing the Delaware County Records Commission as the Designated Records Commission for the Delaware County Metropolitan Housing Authority**

**Motion:** Mrs. Jordan moved to approve the Delaware County Records Commission act as the Records Commission for the Delaware Metropolitan Housing Authority upon the assent by the Delaware County Board of Commissioners, seconded by Mrs. Antonoplos. All present were in favor by voice vote. Motion carried.

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

1. Auditor (Entire retention schedule revised)
2. Clerk of Courts/General Division, Domestic Relations Division, Court of Appeals Division and Bookkeeping Division (New retention schedule)
3. County General Schedule (Entire retention schedule revised)
4. Economic Development (Entire retention schedule revised)



# Delaware County Records Commission

Delaware County Records Commission  
Regular Meeting of April 8, 2015  
Page 2

5. General Health District (WIC) (Entire retention schedule revised)
6. General Health District (Fiscal) (Entire retention schedule revised)
7. General Health District (Personal Health) (Entire retention schedule revised)
8. General Health District (General) (Entire retention schedule revised)
9. General Health District (Information Technology) (Entire retention schedule revised)
10. Metropolitan Housing Authority (New retention schedule)
11. Sheriff (Entire schedule revised)
12. Sheriff's Office RC1 form

**Motion:** Mrs. Jordan moved to approve the Schedule of Records Retention and Disposition forms as submitted, seconded by Mrs. Hamilton O'Brien. All present were in favor by voice vote. Motion carried.

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

Mr. Betts presented a revised Prosecuting Attorney Schedule of Records Retention and Disposition form.

**Motion:** Mrs. Jordan moved to approve the Prosecuting Attorney Schedule of Records Retention and Disposition form as submitted, seconded by Mrs. Hamilton O'Brien. All present were in favor by voice vote. Motion carried.

**Next Meeting** October 14, 2015 - 10:00 a.m. – Commissioner's Office


### Adjournment

Chairman Merrell adjourned the meeting at 11:16 a.m.

Respectfully submitted

  
Christine Shaw  
Records Commission Secretary

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Gary Merrell, Chairman  
Board of Commissioners

  
Jan Antonoplos  
Clerk, Court of Common Pleas

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Melissa Jordan  
Recorder

  
George Kaiza  
Auditor

  
Carol Hamilton O'Brien  
Prosecuting Attorney