



Delaware County Records Commission

County Records Commission

Agenda
April 9, 2014

- I. Call to Order
- II. Review and potential approval of the minutes from the December 11, 2013 regular meeting
- III. Delaware General Health District
Pam Shears, Delaware General Health District Resolution 2013-12
- IV. Resolution No 14-01
Resolution No. 14-01, In the matter of establishing the Delaware County Records Commission as the designated records commission for the Delaware General Health District.
- V. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
Administrative Services/Personnel (Additions to the current retention schedule)
Emergency Communications (Entire retention schedule revised to the new forms)
Prosecuting Attorney (Entire retention schedule revised to new forms/change in retention for schedule number 14-17)
- VI. Any other matters of concern for the Records Commission
- VII. Next Meeting
Establish a date and time in November for the next meeting
- VIII. Adjournment



Delaware County Records Commission

Delaware County Records Commission
Regular Meeting of April 9, 2014
Commissioner's Office – 101 N. Sandusky Street

Call To Order

Chairman Gary Merrell called the meeting of the Delaware County Records Commission to order at 10:00 a.m.

Commission members present: Jan Antonoplos, George Kaitsa, Melissa Jordan, Aric Hochstettler (Assistant Prosecuting Attorney, Prosecutor's office) for Carol Hamilton O'Brien and Gary Merrell

Staff present: Pam Shears (Executive Assistant, Manager VS and IT, Health Department), Dawn Huston (Assistant County Administrator and Director of Administrative Services, Administrative Services) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the December 11, 2013 regular meeting

Motion: Mrs. Antonoplos moved to approve the December 11, 2013 meeting minutes as submitted, seconded by Mr. Kaitsa. All present were in favor by voice vote. Motion carried.

Delaware General Health District

Pam Shears, Delaware General Health District Resolution 2013-12

Mrs. Spears presented the General Health District Resolution 2013-12 to the Commission.

Resolution No 14-01

Resolution No. 14-01, In the matter of establishing the Delaware County Records Commission as the designated records commission for the Delaware General Health District.

Motion: Mr. Kaitsa moved to approve Resolution No.14-01 with spoken changes, seconded by Mrs. Jordan. All present were in favor by voice vote. Motion carried.

Mr. Hochstettler will make the changes to Resolution No. 14-01 and forward to Ms. Shaw. Ms. Shaw will circulate the resolution to obtain the proper signatures.

Approval of the following Schedule of Records Retention and Disposition forms

1. Administrative Services/Personnel (Additions to the current retention schedule)
2. Emergency Communications (Entire retention schedule revised to the new forms)
3. Prosecuting Attorney (Entire retention schedule revised to new forms/change in retention for schedule number 14-17)

Motion: Mrs. Antonoplos moved to approve the Administrative Services/Personnel, Emergency Communications and Prosecuting Attorney schedule of records retention and disposition forms as submitted, seconded by Mr. Kaitsa. Motion passed by a 4-0-1 voice vote (Mr. Hochstettler abstained). Motion carried.

Any Other Matters of Concern for the Records Commission

Ms. Shaw explained the following concerns with the ProStar Processor at the Center:

1. February 24, 2014 – Spots on film after processing
2. Imaging 411 tech examined the processor
3. March 24, 2014 - Greg Doubikin and Perry Mickley with the City of Delaware Upper Olentangy WRF stopped by the Center stating they had received a call from the EPA regarding the Processor and Silvery Recovery Unit. City staff examined the dark room set up. City stated processor cannot be started up until an existing fixer line is established into silver recovery unit

Ms. Shaw presented three options:

1. Fixer Line installed from Processor to the Silver Recovery Unit
Cost: \$1619.00
Unsure able to completed due to the age of the Processor



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- 2. Send rolls out to be processed
Cost: \$15,594.00 per year
Lose certified lab status
- 3. New Processor
Cost Approximately \$30,000.00
Retain certified lab status
Remain a top Ohio Records Center

Motion: Mrs. Antonoplos moved to approve a purchase order for \$1619.00 to get the current Processor back into production and approve a purchase order for a new processor, seconded by Mr. Kaitsa. All present were in favor by voice vote. Motion carried.

Next Meeting November 12, 2014 - 10:00 a.m. – Records Center

Adjournment

Chairman Merrell adjourned the meeting at 10:28 a.m.

Respectfully submitted

Christine Shaw
Records Commission Secretary

Gary Merrell, Chairman
Board of Commissioners

Jan Antonoplos
Clerk, Court of Common Pleas

Absent

Melissa Jordan
Recorder

Absent

George Kaitsa
Auditor

Carol Hamilton O'Brien
Prosecuting Attorney