



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
August 24, 1995

- I. Approval of the minutes from the February 8, 1995 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Risk and Insurance (change)
 - Veterans Services (addition)
 - Common Pleas Court (addition)
 - Shady Lane Manor (addition)
 - Treasurer (addition)
 - Child Support (addition)
 - Child Support (One Time Disposal)
- III. New Business
 - Memorandum of Understanding, Mike Benson,
Genealogical Society of Utah
- IV. Old Business
 - Records Center survey/results
 - NACo Award

Any other matters that concern the Records Commission of Delaware County.



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Minutes from the Delaware County Records Commission Meeting
of
August 24, 1995

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners Hearing room, 101 N. Sandusky Street, Delaware, Ohio. The meeting was presided over by Mr. Merlin Sheets, chairman.

Persons present: Merlin Sheets, Jon Peterson, Duncan Whitney, Brian Stanfill, Christine Shaw, Mike Benson, guest.

The February 8, 1995 meeting minutes were approved as written. Mr. Peterson made the motion. Mr. Sheets seconded the motion.

Order of business: The following Schedule of Record Retention schedules were presented to the Records Commission:

- Risk and Insurance (change)
- Veterans Services (addition)
- Common Pleas (addition)
- Shady Lane Manor (addition)
- Treasurer (addition)
- Child Support (addition)
- Child Support (One Time Records Disposal)

After some discussion, the forms were approved and signed by Mr. Sheets, chairman.

A Memorandum of Understanding was presented to the Records Commission. The Understanding expressed an interest from Mr. Mike Benson, of the Genealogical Society of Utah, to film the following items in the Delaware County Records office:

Deed Books Volume 1 - 70, plus Volume 95, Deed Volume 1 Transcribed, Volume A Transcribed, Deeds for Ross Franklin and Fairfield (1800 - 1807), Deed Indexes: Grantee 4 Volumes (1800 - 1899), Grantor 5 Volumes (1800 - 1899).

After some discussion, the Memorandum of Understanding was signed by Mr. Merlin Sheets for Delaware County and Mr. Mike Benson for the Genealogical Society of Utah. Mr. Benson stated that he would arrange his schedule so the project could be done this fall. He also stated that the project would take approximately two weeks. Due to the

heavy traffic in the Records office, Mr. Benson will set up his camera in the old Probate office, located in the Courthouse.

A Stand-by Emergency Response Service Agreement from Blackmon-Mooring Steamatic Catastrophe, Inc. (BMS CAT) was presented to the Commission. The Agreement states that in the case of any type of disaster BMS CAT would be contacted for their disaster recovery services. The agreement provides the cost of different services in advance. After some discussion, Mr. Peterson made the motion that the Agreement be accepted, Mr. Whitney seconded the motion. Mr. Sheets signed the Agreement.

The Records Center survey and results were presented to the Commission. The survey was presented to 24 different county offices. Sixteen of the surveys were returned, giving the return rate of 66%. A brief discussion of the written comments took place. Overall the Commission felt the survey was a positive feedback.

Ms. Shaw presented the Records Commission with the NACo award she and Mr. Stanfill received in Georgia on July 24.

The next meeting will be November 8, 1995 at 3:15 p.m. The meeting will be held in the Commissioner Hearing room.

Christine Shaw

Christine Shaw
Secretary