



Delaware County Records Commission

County Records Commission

Agenda

December 11, 2013

- I. Call to Order
- II. Review and potential approval of the minutes from the May 15, 2013 regular meeting
- III. Resolution No 13-01
Resolution No. 13-01, a resolution clarifying the guidelines for the procedures to properly prepare media for storage and destruction.
The original guidelines were approved at the September 13, 2000 Records Commission meeting.
- IV. Records Center link
- V. HB 72
HB 72 signed by the Governor on 10/31/2013, will go into effect in 90 days.
Email titled Records Commission decision from Pamela Shears of the Delaware County Health Department
- VI. Statement on Permanent Records by the Ohio County Archivists and Records Managers Association
- VII. Statement on Electronic Records from Council of State Archivists
Ohio Historical Records Advisory Board (OHRAB) Case Statement
- VIII. Any other matters of concern for the Records Commission
- IX. Next Meeting
Establish a date and time in April for the next meeting
- X. Adjournment



Delaware County Records Commission

Delaware County Records Commission
Regular Meeting of December 11, 2013
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 9:03 a.m.

Commission members present: Jan Antonoplos, George Kaitsa, and Gary Merrell

Staff present: Aric Hochstettler (Assistant Prosecuting Attorney, Prosecutor's office), Angela Dusthimer (Clerk, Sheriff's Office), Stephanie Burns (Communications Supervisor, Sheriff's office) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the May 15, 2013 regular meeting

Motion: Mr. Kaitsa moved to approve the May 15, 2013 regular meeting minutes as submitted, seconded by Mrs. Antonoplos. The motion passed by a 3-0 vote.

Approval of the following Schedule of Records Retention and Disposition forms

1. Sheriff – (Entire schedule revised to the new form)

Motion: Mrs. Antonoplos moved to approve the Sheriff's schedule of records retention and disposition form as submitted, seconded by Mr. Kaitsa. The motion was approved by a 3-0 vote.

Resolution No 13-01, A resolution clarifying the guidelines for the procedures to properly prepare media for storage and destruction. The original guidelines were approved at the September 13, 2000 Records Commission meeting.

Motion: Mr. Kaitsa moved to approve Resolution No. 13-01 as submitted, seconded by Mrs. Antonoplos. The motion was approved by a 3-0 vote.

New Business

1. Records Center Link
2. House Bill 72
3. Statement on Permanent Records by the Ohio County Archivists and Records Managers Association
4. Statement on Electronic Records from the Council of State Archivists
5. Ohio Historical Records Advisory Board (OHRAB) Case Statement

Old Business

1. None

Other Business

1. None

Next Meeting April 8, 2014 - 10:00 a.m. - Commissioner's Conference Room B

Adjournment

Chairman Merrell adjourned the meeting at 9:40 a.m.



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Respectfully submitted

Handwritten signature of Christine Shaw in black ink.

Christine Shaw
Records Commission Secretary

Handwritten signature of Gary Metrell in black ink.

Gary Metrell, Chairman
Board of Commissioners

Handwritten signature of Jan Antonoplos in blue ink.

Jan Antonoplos
Clerk, Court of Common Pleas

Handwritten signature of Melissa Jordan in blue ink.

Melissa Jordan
Recorder

Handwritten signature of George Kaisa in blue ink.

George Kaisa
Auditor

Handwritten signature of Carol Hamilton O'Brien in black ink, with "APA" written at the end.

Carol Hamilton O'Brien
Prosecuting Attorney