



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
December 13, 2000

- I. Approval of the minutes from the October 17, 2000 meeting
- II. Approval of the Schedule of Records Retention and Disposition:
 - Juvenile Court (Change)
- III. New Business
 - None
- IV. Old Business
 - Bid Specification
- V. Any other matters of concern to the Records Commission



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Minutes from the Delaware County Records Commission
meeting of
December 13, 2000

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners hearing room, 101 N. Sandusky Street, Delaware. The meeting was presided over by Mrs. Deborah Martin, chairman.

Persons present: Deborah Martin, Kay Conklin, Shari Baker, Christine Shaw

The October 17, 2000 minutes were approved as written. Mrs. Conklin made the motion to accept the minutes, Mrs. Baker seconded the motion. Motion passed.

The approval of the following Schedule of Records and Retention Schedule:

- Juvenile Court (revision)

Mrs. Conklin made the motion to accept the revision for the Juvenile Court retention schedule. Mrs. Baker seconded the motion. Motion passed.

New Business:

None

Old Business:

Ms. Shaw stated that the bid specification is in the critiquing stage. It was explained to the Commission that Kevin Williams, Steve Lewis and herself meant with Derek Jackson of Edison Information Solutions, Jim Trickett of ArchivesOne and Kevin Hansan of ImageWork Technologies to get an idea of what needed to be stated in the specification. It was noted that once the specification was ready for the bidding process, all members of the Commission would receive a copy with a letter noting any revisions from the previous specification.

With no further business, Mrs. Baker made the motion to adjourn the meeting, Mrs. Conklin seconded the motion. Meeting adjourned.

Christine Shaw
Records Commission Secretary