



Delaware County  
**RECORDS CENTER**

Delaware County Records Commission  
Agenda  
December 16, 1999

- I. Approval of the minutes from the June 9, 1999 meeting
- II. Approval of the Schedule of Records Retention and Disposition
  - Auditor (update)
  - Treasurer (addition)
- III. New Business
  - Archive Writer
    - Machine is installed and working
    - Records Center staff has been trained
    - Presently processing the tapes for the Recorder's office
  - The Center's future
    - Mobil Shelving
    - Future Expansion
    - Updating the Records Center Management Manual
      - With the approval of the Records Commission the manual will include updates on the policies and procedures for the following:
        - Management of paper and microfilmed records
        - Space allocation
        - Prepping records for microfilming
        - Records retention schedule updates
        - Ohio Revised Code updates
        - Form updates
        - Information request procedures
        - Fee schedule
        - Destruction procedures
        - Procedure for the transportation of county records to the Center
- IV. Old Business
  - None
- V. Any other matters of concern to the Records Commission



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Minutes from the Delaware County Records Commission  
Meeting of  
December 16, 1999

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners conference room, 101 N. Sandusky Street, Delaware. The meeting was presided over by Mr. Donald Wuertz, chairman.

Persons present: Donald Wuertz, Duncan Whitney, Kay Conklin, Betty Porter, Shari Baker, Kevin Williams, Christine Shaw

The June 9, 1999 minutes were approved as written. Ms. Conklin made the motion to accept the minutes. Mr. Wuertz seconded the motion. Minutes approved.

The following retention schedule (s) were reviewed for approval:

Delaware County Auditor (update)  
Delaware County Treasurer (addition)

The schedules were approved as presented.

**New Business:**

Ms. Shaw explained that the Archive-Writer has been installed, the Center's staff has been trained and all the Recorder's tapes have been processed to date. Ms. Conklin thanked the Center for their hard work during the installation, training and processing of the Recorder's material.

Ms. Shaw stated that the Mobil shelving has been eliminated from the Center's budget and that the units may be incorporated into the expansion project of the South Wing Engineers Complex. After some discussion, Mr. Wuertz ask Ms. Shaw to obtain quotes for Mobil shelving that could be placed in the Center's vault.

With the approval of the Records Commission Ms. Shaw stated that she would like to update the Delaware County Records Management Manual that was established in 1990. The update of the manual would contain policy and procedures on the following:

- Management of paper and microfilmed records  
If material is to be microfilmed it must be prepped before it is sent to the Center
- Records retention schedules must be updated every five (5) years
- Ohio Revised Code updates
- Ohio Historical Society form updates
- Information request procedures  
Requests must be faxed or e-mailed to the Center

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- Fee schedule changes
  - .25 per page, rather than .50
  - The cost of a CD
- Records destruction procedures
- Transportation procedures
  - For a Friday pick-up to the Center a call must be placed to the Center's staff the Thursday before by 3:00 p.m.

**Old Business**

- none

With no further business, Mr. Whitney made the motion to adjourn the meeting. Ms. Porter seconded the motion. Meeting adjourned.

*Christine Shaw*

Christine Shaw  
Records Commission Secretary