



Delaware County Records Commission

County Records Commission

Agenda

December 5, 2012

- I. Call to Order
- II. Review and potential approval of the minutes from the July 25, 2012 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - a. General County Schedule - (Entire schedule revised to new form)
 - b. Records Center - (Entire schedule revised to new form)
 - c. Law Library – (New schedule)
 - d. Code Compliance (Entire schedule revised to new form)
- IV. New Business
 - a. Update Signature Page for Online Records Manual (Presented at meeting)
 - b. County Records Retention Schedules (RC2 forms) on the County Intranet (Sample of page presented at meeting)
- V. Old Business
 - a. Backlog Update
- VI. Any other matters of concern to the Records Commission
- VII. Adjournment



Delaware County Records Commission

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Regular Meeting of December 5, 2012
Records Center – 2079 US Rte 23 North

Call To Order

Chairman Tommy Thompson called the meeting of the Delaware County Records Commission to order at 9:18 a.m.

Commission members present: Jan Antonoplos, George Kaitsa, Carol O'Brien and Tommy Thompson

Staff present: Aric Hochstettler (Assistant Prosecutor, Prosecutor's office), Dawn Huston (Director, Administrative Services), Christine Shaw (Records Coordinator, Records Center), Megan Henry (Records Technician, Records Center) and Alison Miller (Records Technician, Records Center)

Approval of the minutes for the July 25, 2012 regular meeting

Motion: Mr. Kaitsa moved to approve the July 25, 2012 regular meeting minutes as submitted, seconded by Mrs. Antonoplos. The motion passed by a 4-0 vote.

Approval of the following Schedule of Records Retention and Disposition forms

1. General County Schedule – (Entire schedule revised to the new form)
2. Records Center – (Entire schedule revised to the new form)
3. Law Library- (New schedule)
4. Code Compliance (Entire schedule revised to the new form)

Motion: Mr. Kaitsa moved to amend the Code Compliance retention schedule numbers 12-09 and 12-13, seconded by Mrs. O'Brien. The motion was approved by a 4-0 vote.

Motion: Mr. Kaitsa moved to approve the Code Compliance retention schedule as amended and all other schedule of records retention and disposition forms as submitted, seconded by Mrs. Antonoplos. The motion was approved by a 4-0 vote.

New Business

Ms. Shaw requested that each member sign an updated signature page for the online Records Manual.

Ms. Shaw informed the Commission members that all of the County's Records Retention and Disposition forms (RC2 forms) are on the County's Intranet page.

Old Business

Records Center Backlog update: Ms. Shaw informed the members that the second scanner went into operation on December 4th and Darlene Tommelleo will start with the Records Center on December 17th. The goal is to have approximately half of the backlog completed by the summer of 2013.

Other Business

Mr. Kaitsa made a motion to recognize Chairman Thompson for his leadership and support of the Records Commission, seconded by Mrs. Antonoplos. The motion was approved by a 3-0-1 vote (Thompson).

Mrs. Huston recognized Chairman Thompson for his support and guidance with the purchase of a second scanner and the hiring of a fourth staff person for the Records Center.

Next Meeting

To be determined.



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Adjournment

Mrs. O'Brien moved to adjourn the meeting, seconded by Mr. Kaitsa. Chairman Thompson adjourned the meeting at 9:38 a.m.

Respectfully submitted

Christine Shaw
Records Commission Secretary

New Chairman

Tommy Thompson, Chairman
Board of Commissioners

Absent

Jan Antonoplos
Clerk, Court of Common Pleas

Absent

Melissa Jordan
Recorder

George Kaitsa
Auditor

Carol Hamilton O'Brien
Prosecuting Attorney