



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
February 11, 1998

- I. Approval of the minutes from the November 13, 1997 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Building Regulations - revised
- II.. New Business
- IV. Old Business

Cost of copies for the Records Center
present cost
.50 per page
1.00 per page for certified copies

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



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Minutes from the Delaware County Records Commission
meeting of
February 11, 1998

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 Ms. Deborah Martin, chairman.

Persons present: Deborah Martin, Duncan Whitney, Kay Conklin, Betty Porter, Brian Stanfill, Kevin Williams, Christine Shaw

The November 13, 1997, minutes were approved as written. Ms. Porter made the motion to accept the minutes. Mr. Whitney seconded the motion. Minutes approved.

The following retention schedule was reviewed for approval:

Building Regulations (revised schedule)

After some discussion, Ms. Porter made the motion to accept the revised schedule. Ms. Conklin seconded the motion. The schedule was approved.

New Business: none

Old Business: The Commission discussed the cost for copies charged by the Records Center. It was determined that the present cost of .50 per page needed to be reviewed. After some discussion, Ms. Porter recommend that the Records Center charge .25 per copy. She also recommended that the present charge of 1.00 per page for certified copies be left as is. Mr. Whitney seconded the motion. Motion approved.

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

Christine Shaw
Records Commission Secretary