

Delaware County

RECORDS CENTER



Delaware County Records Commission
Agenda
February 13, 2007

- I. Approval of the minutes from the April 4, 2006 meeting
- II. Review and approval of the Records Retention and Disposition forms
 - Jobs and Family Services (revised)
 - Office of Homeland Security and Emergency Management (new)
 - General Health District (additions)
- III. New Business:
 - HB9
 - Current storage conditions
 - Storage for legal files in the Title office
 - Assistance at the Center
 - Archive E-mail system
 - Establish a schedule for 2007 Records Commission meetings
- IV. Old Business
 - Bar-coding system
- V. Any other matters of concern to the Records Commission

2/13/07

approximately 8:30 a.m.

I received a call from Dave Cannon at the Records Center. Dave informed me that he had called the Records Commission and cancelled the Records Commission meeting due to the weather (snow). Dave said the meeting would need to be rescheduled. Dave said he would talk with Chairman Glenn Evan about rescheduling the meeting and would get back with me.

Chris Shaw

