



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
February 25, 1993

- I. Approve minutes from previous meeting
- II. Approval of Schedule of Records Retention and Disposition
 - Data Center
 - Board of Elections
 - 9-1-1 Center (Revised)
 - Child Support (Addition)
 - Treasurer (Addition)
 - Building Regulations (Addition)
- III. Approval of Application For One-Time Records Disposal
 - Child Support
 - Clerk of Courts
 - County Engineer
 - Board of Elections
 - Juvenile Court
 - Building Regulations
- IV. Discussion on whether Title Company's can purchase duplicates of mortgages and deeds.
Set a price.
- V. Any further matters of discussion.

Adjourn



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Minutes From the Delaware County Records Commission Meeting
of
February 25, 1993

This meeting of the Delaware County Records Commission was held at the Delaware County Records Center and was presided over by Mr. Merlin Sheets, chairman.

Persons present: Merlin Sheets, Betty Porter, Dave Cannon, Sheryl Conant, Brian Stanfill, Christine Shaw, Janis Crohen

Merlin Sheets approved the minutes for the October 16, 1992, meeting as amended.

The first order of business: Ms. Shaw presented the Records Commission with six Application of One-Time Records Disposal forms for the following offices: Child Support, Clerk of Courts, County Engineer, Board of Elections, Juvenile Court and Building Regulations. Each member present reviewed the forms. After some discussion Ms. Conant made the motion that the forms be accepted, excluding the Clerk of Courts and the Juvenile. Ms. Porter seconded the motion. Motion Carried. Ms. Shaw will recheck the stated retention times and confirm the destruction with the department official Ms. Shaw will contact Mr. Sheets to sign the two outstanding forms, pending legal questions. The Commission was also presented with six Schedule of Records Retention and Disposition forms. The forms were from the following offices: Data Center, Board of Elections, 9-1-1 Center (revision), Child Support (addition), Treasurer (addition) and Building Regulations (addition). Ms. Porter made the motion that the forms be accepted; Mr. Cannon seconded the motion. Motion carried. Upon acceptance Mr. Sheets signed each form.

On December 10, 1992, Ms. Shaw received a call from Mr. Don Wood of the Midland Title Company requesting to purchase duplicate microfilm copies of mortgages and deeds. Ms. Shaw took the issue to the Records Commission to make a discussion of whether a title company could purchase the duplicate copies and if so, to set a price. After some discussion \$15.00 per roll was a possible price for the duplicates. Ms. Conant brought to the attention of the Commission that Midland Title Company could purchase the duplicates from Delaware County and then sell them to other Title Companies and make a profit. Ms. Conant also expressed that once other title companies realized that Delaware County sold the duplicates, there would be a number of request. Ms. Shaw stated that she was inquiring about the cost of a roll to roll duplicator for 16mm and 35mm film, the cost would roughly be \$18,000.00 to purchase. After some discussion it was decided to have Ms. Shaw request more pricing for a roll to roll duplicator and present the information at the next Records Commission meeting.

The next Records Commission meeting time will be announced at a later date.

Ms. Porter made the motion that the Records Commission meeting be adjourned. Mr. Cannon seconded the motion. Motion Carried.

The meeting was adjourned

Christine Shaw
Records Commission Secretary