



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
February 8, 1995

- I. Approval of the minutes from the October 12, 1994 meeting
- II. Approval of the Schedule of Records Retention and Disposition
Risk and Insurance (addition)
Auditor (change)
- III. New Business
- Review process
- IV. Old Business
- demonstration of the Houston Fearless Roll to Roll duplicator

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Minutes from the Delaware County Records Commission Meeting
of
February 8, 1995

The meeting of the Delaware County Records Commission was held at the Delaware County Records Center, 50 Channing Street, Delaware. The meeting was presided over by Mr. Roy Jackson, chairman.

Persons present: Roy Jackson, Betty Porter, Shari Lewis, Vicky Carey and Christine Shaw

The October 12, 1994 meeting minutes were approved as written. Ms. Porter made the motion. Ms. Lewis seconded the motion.

Order of business: The following Schedule of Records Retention schedules were presented to the Records Commission:

Risk and Insurance (addition)
Auditor (change)

After some discussion, the forms were approved and signed by Mr. Jackson, chairman.

The Records Commission members have expressed an interest in being involved with any personnel review and/or salary adjustments given the Records Center staff. Previous personnel reviews and salary adjustments have been given by Mr. Brian Stanfill, County Administrator with the approval of the County Commissioners. It was decided that the Records Commission should meet with Mr. Stanfill and discuss this matter. Mr. Jackson ask Ms. Shaw to call each Records Commission member for a possible date and time to meet with Mr. Stanfill. Mr. Jackson noted that Ms. Shaw and Ms. Carey are not to attend this meeting. A tentative date of February 23, 1995 at 2:00 p.m. has been established. The meeting will be held at the County Commissioners office.

Ms. Porter discussed the possibility of purchasing a blank maintenance agreement for the microfilm readers and reader-printers within the County. Ms. Shaw noted that each piece of equipment was purchased from a different vendor. Ms. Shaw also stated that the Records Center reader-printer and the reader in the Treasures office do not have maintenance agreements. There are no agreements on these machines, due to the lack of mechanical break down. It was noted that the Probate office may have an agreement on their machine, however the funds would be coming from the Probate budget for the agreement. Ms. Porter decided to call the vendor for the Clerk of Courts reader-printer and inquire about the maintenance agreement on her own.

Ms. Porter announced that she has been named to a new Ohio Supreme Court task force formed to study court record management practices. The Supreme Court Records Management Task Force will examine how Ohio courts are managing records and investigate how other practices in other states could be adopted for Ohio. Ms. Porter will be representing the Ohio Clerks of Court Association on the task force.

Ms. Shaw announced that she has been ask to be a speaker for the Center for Local Government, which is a non-profit organization in records management. Mr. Tom Burke of the Ohio Historical Society recommend Ms. Shaw to Ms. Lee Meyer of the Center for Local Government. Ms. Shaw will speak on April 5, which is National Records Management Day. Mr. Jackson also noted that it is County Government Week. The Commission approved any coping charges for material for the presentation be taken from the Records Center services and charges account.

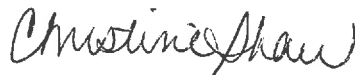
A number of County maps have been placed in the care of DataWorld for microfilming purposes. The maps were picked up January 30, 1995. The project will be complete the week of February 20, 1995. The cost for the microfilming will be .67 per drawing.

The duplicating project for Recodat is about half way compete. A representative from Recodat picked up 110 rolls of 16mm duplicated roll film (Mortgage Records) on February 8. A check for \$1,650.00 was received for the service rendered.

A demonstration of the Houston Fearless Roll to Roll duplicator was performed.

The next Records Commission meeting will be August 9, 1995, following the Data Board meeting. This meeting will be held in the Commissioners Hearing Room.

Mr. Jackson adjourned the meeting.



Christine Shaw
Secretary