



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
July 14, 1992

- I. Approve minutes from previous meeting
- II. Approval of Application For One-Time Records Disposal
County Auditor
Child Support Enforcement Agency
County Recorder
- III. Approval of Schedule of Records Retention and Disposition
County Auditor
Child Support Enforcement Agency
Juvenile Court
County Recorder
9-1-1 Center
- IV. Discussion on the events for the Open House
- V. Any further matters of discussion

Adjourn



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Minutes From the Delaware County Records Commission Meeting
of
July 14, 1992

This meeting of the Delaware County Records Commission was held at the Delaware County Records Center and was presided over by Fay Parrott, chairman.

Persons present: Fay Parrott, Jon Peterson, Betty Porter, Chris Shaw, Jan Crohen

Jon Peterson made the motion that the minutes from the May 27, 1992, meeting be accepted as amended; Betty Porter seconded the motion, motion carried.

The first order of business: Ms. Shaw presented the Records Commission with three Applications of One-Time Records Disposal from the following offices; County Auditor, Child Support Enforcement Agency and the County Recorder. Each member present reviewed the forms. Ms. Porter made the motion to accept the forms; Mr. Peterson seconded the motion. Upon acceptance of the forms, chairman, Fay Parrott signed each form. The Commission was also presented with five Schedule of Records Retention and Disposition forms. The forms were from the following offices, County Auditor, Child Support Enforcement Agency, Juvenile Court, County Recorder and the 9-1-1 Center. Mr. Peterson made the motion to accept the forms; Ms. Porter seconded the motion. Upon acceptance Mr. Parrott signed each form.

The Commission was informed of the events for the seminar and open house. A sample program and invitation card were reviewed. The following speakers and topics for the program are as follows:

- 1:00 p.m. - 3:30 p.m. - Mr. John Stewart of the Ohio Historical Society will be the guest speak for the records managers.
- 3:30 p.m. - 4:00 p.m. - This time frame will be a short break to clean up and reorganize.
- 4:00 p.m. - 5:00 p.m. - A program will be presented during this hour. The speakers and their topics are as follows:
 - Mr. Fay Parrott , the welcome
 - Ms. Betty Porter, the duties of the Records Commission
 - Ms. Marilyn Cryder, the Delaware Historical Society and the relationship between the DHS and the Records Center.
 - Mr. Bob Allerding, Cost saving to taxpayers through Records Management.
 - Mr. Brian Stanfill, the close
- 5:00 p.m. - 7:00 p.m. - Visitation and tours

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The Delaware Chamber of Commerce was asked to combine a Business After Hours with the Open House, however due to another commitment on July 28 were unable to accept.

Other business: The Prosecutor's Office has been unable to provide an answer to the Records Center on the subject of the liability concerning the use of shredded material. Mr. Parrott suggested that Ms. Shaw call Ms. Jean Hatfield of the Commissioner's Office and have the matter brought to the attention of the Prosecutor's Office. Ms. Shaw noted that she has already listed the matter with the Commissioner's Office through Mr. Stanfill.

The water drainage, on the west wall of the Records Center, was brought to the attention of the Records Commission. It was explained that the west wall, under the windows, leaks through the wallboard due to a drainage problem. No records have been damaged due to the water, however, furniture had to be moved out from the wall and large amounts of standing water mopped up. The only damage was to four Records Center boxes stored next to the shredder, there were no contents in the boxes.

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

Mr. Peterson made the motion that the Records Commission meeting be adjourned. Ms. Porter seconded the motion.

The meeting was adjourned.



Chris Shaw
Records Commission Secretary