



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
July 17, 2007

- I. Review and potential approval of the minutes from the April 17, 2007 meeting
- II. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - Prosecuting Attorney (changes)
 - Board of Elections (entire schedule revised)
- III. New Business
 - Status of our Retention Schedules and the revised open records law (A. Brenner)
 - Should we look for a new, larger, more suited location for the Records Center (A. Brenner)
- IV. Old Business
 - None
- V. Any other matters of concern to the Records Commission



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Minutes

Delaware County Records Commission

Regular Meeting

July 17, 2007

Commissioners Conference Room B – 101 North Sandusky Street

Call To Order

Chairman Glenn Evans called the meeting of the Delaware County Records Commission to order.

Commission members present: Jan Antonoplos, Andrew Brenner, Todd Hanks and Glenn Evans

Staff present: Lisa Iannotta (Director of Administrative Services), Chris Betts (Assistant Prosecuting Attorney), Terri Scott (Executive Assistant Prosecuting Attorney's office) and Christine Shaw (Records Coordinator)

Approval of the minutes for the April 17, 2007 regular meeting

Motion: Mr. Brenner moved to approve the April 17, 2007 regular meeting minutes as written, seconded by Mrs. Antonoplos. Motion passed. Upon approval each Commission member present signed the minutes.

Approval of the following Schedule of Records Retention and Disposition forms

1. Prosecuting Attorney (changes to current schedule)

Motion: Mrs. Antonoplos moved to approve the Prosecuting Attorney's schedule as presented. Mr. Brenner seconded the motion. Motion passed.

2. Board of Elections (entire schedule revised)

Motion: Mrs. Scott moved to approve the Board of Elections schedule as presented. Mrs. Antonoplos seconded the motion. Motion passed.

Upon approval, Chairman Evans signed the schedules.

New Business

Mrs. Iannotta asked if there were any questions or concerns relating to the HB9 training-taking place on July 24, 2007. The training will be held in room 313 of the Rutherford B. Hayes Building from 9:00 a.m. until 11:00 a.m. The law firm of Downes, Hurst and Fishel will conduct the training.

Mr. Brenner presented the question as follows:

What is the status of our retention schedules and the revised open records law?

Ms. Shaw informed the Commission that a copy of all of the retention schedules that are on file at the Records Center were sent to Mr. Jonathan Downes of Downes, Hurst and Fishel on May 29, 2007 for review. Ms. Shaw has not heard back from Mr. Downes, but will contact him on the progress of the review.

Mr. Brenner presented the question as follows:

Should we look for a new, larger, more suited location for the Records Center? The different options available to the County regarding the Hall Building were discussed. Mr. Brenner is concerned with storage space and the ability to have a back up location incase of a disaster. Mr. Brenner spoke about having a centralized location for County records while at the same time allotting space for disaster recovery. Mr. Brenner would like to have the ability to reestablish his office after a disaster and be up and operating in a 48 hour time frame. Mr. Brenner suggested that the Records Center and a disaster recovery area be close in location.

Mrs. Antonoplos stated that the Clerk of Courts office has received positive feedback from placing documents on-line. The domestic case files are not on line because of social security numbers and financial information contained in the files. The Judges are supportive of the project.

Mr. Brenner spoke on House Bill 6. The bill is still in committee.

Old Business

Ms. Shaw informed the Commission that the Thomson Gail project is near completion. The project involved the cleaning, repair and duplication of microfilm and microfiche affected by the vinegar syndrome in the Records Center vault.

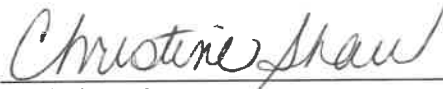
Ms. Shaw informed the Commission that the bar coding system is in operation at the Records Center. Greg Sopczak of the Data Center was very pleasant and helpful to work with. The system will assist the Records Center's staff in using the current storage space efficiently.

The next Records Commission meeting will be scheduled for October or November of 2007.

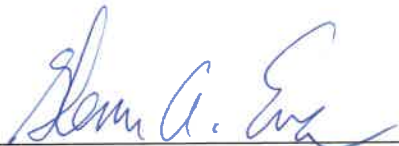
Adjournment

With no further business, Chairman Evans adjourned the meeting.

Respectfully submitted



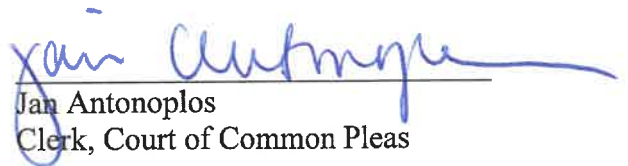
Christine Shaw
Records Commission Secretary



Glenn Evans, Chairman
President, Board of Commissioners



Andrew Brenner
Recorder



Jan Antonoplos
Clerk, Court of Common Pleas



Todd Hanks
Auditor

David Yost
Prosecuting Attorney