



# Delaware County Records Commission

## County Records Commission

Agenda

July 25, 2012

County Commissioner's Office – 101 N. Sandusky Street

- I. Call to Order
- II. Review and potential approval of the minutes from the June 30, 2011 regular meeting
- III. Presentation – Mr. Bob Singer, The Alpha Group
- IV. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - a. Personnel - (Entire schedule revised)
  - b. Risk and Insurance - (Entire schedule revised)
  - c. Safety – (Entire schedule revised)
  - d. Dog & Kennel – (Entire schedule revised)
  - e. Auditor – (Additions)
  - f. General Health District/Personal Health (Entire schedule revised)
- V. Any other matters of concern to the Records Commission
- VI. Adjournment



# Delaware County Records Commission

**Delaware County Records Commission**  
Regular Meeting of July 25, 2012  
Commissioner's office – 101 N. Sandusky Street

## **Call To Order**

Chairman Tommy Thompson called the meeting of the Delaware County Records Commission to order at 1:10 p.m.

Commission members present: Jan Antonoplos, George Kaitsa, Carol O'Brien and Tommy Thompson

Staff present: Aric Hochstetler (Assistant Prosecutor, Prosecutor's office), Dawn Huston (Director, Administrative Services) and Christine Shaw (Records Coordinator, Records Center)

## **Approval of the minutes for the June 30, 2011 regular meeting**

**Motion:** Mrs. Antonoplos moved to approve the June 30, 2011 regular meeting minutes as submitted, seconded by Mr. Kaitsa. The motion passed by a 4-0 vote.

## **Presentation – Mr. Bob Singer, The Alpha Group**

Mr. Singer presented information regarding the Alpha Group's scanning services that are available for a fee. After some discussion by the Commission members, Ms. Shaw was instructed to contact the references off the Alpha Group Referral List and set up a time to visit the Alpha Group scanning services operation. Ms. Shaw will report all findings to Mrs. Huston and Chairman Thompson. An email update regarding the project will be provided to the Commission members.

## **Approval of the following Schedule of Records Retention and Disposition forms**

1. Personnel – (Entire schedule revised)
2. Risk and Insurance – (Entire schedule revised)
3. Safety - (Entire schedule revised)
4. Dog and Kennel - (Entire schedule revised)
5. Auditor - (Additions to existing schedule)
6. General Health District/Personal Health - (Entire schedule revised)

**Motion:** Mr. Kaitsa moved to approve all schedule of records retention and disposition forms as submitted, seconded by Mrs. O'Brien. The motion was approved by a 4-0 vote.

## **New Business**

Chairman Thompson informed the Commission that he has instructed Mrs. Huston and Ms. Shaw to research the possibility of purchasing a second scanner for the Records Center. The current scanner is in operation approximately seven hours a day. A second scanner would elevate down time if the other scanner is out of operation. A second scanner would also help with the scanning backlog.

## **Other Business**

With the passage of HB 153 a new standard form for all Record Retention and Disposition forms (RC2) was adopted. The Records Center staff will be working with departments to update their RC2 to the new form.

Alison Miller was introduced to the Commission. Mrs. Miller started with the Records Center on June 26, 2012 as a Records Technician.

## **Next Meeting**

To be determined.

## **Adjournment**

Mrs. Antonoplos moved to adjourn the meeting, seconded by Mr. Kaitsa. Chairman Thompson adjourned the meeting at 1:50 p.m.



# Delaware County Records Commission

Delaware County Records Commission  
Regular Meeting of July 25, 2012  
Page 2

Respectfully submitted

A handwritten signature in blue ink that reads "Christine Shaw".

Christine Shaw  
Records Commission Secretary

A handwritten signature in blue ink that reads "Tommy Thompson".

Tommy Thompson, Chairman  
Board of Commissioners

A handwritten signature in blue ink that reads "Jan Antonoplos".

Jan Antonoplos  
Clerk, Court of Common Pleas

Absent

Melissa Jordan  
Recorder

A handwritten signature in blue ink that reads "George Kaitsa".

George Kaitsa  
Auditor

A handwritten signature in blue ink that reads "Carol Hamilton O'Brien".

Carol Hamilton O'Brien  
Prosecuting Attorney