



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
June 12, 1997

- I. Approval of the minutes from the November 13, 1996 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Board of Elections - Change
 - Board of Elections - Additions
 - CSEA - Addition
 - Common Pleas Court - Judge Kruger's office
- III. New Business
- IV. Old Business

Any other matters of concern to the Delaware County Records Commission.



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Minutes from the Delaware County Records Commission
of
June 12, 1997

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners office, 101 N. Sandusky Street, Delaware, Ohio. The meeting was presided over by Mr. Don Wuertz, chairman.

Persons present: Don Wuertz, Duncan Whitney, Jon Peterson, Kay Conklin, Betty Porter, Jim Ward, Brian Stanfill, Christine Shaw

The November 13, 1996 minutes were approved as written. Mr. Peterson made the motion. Mr. Whitney seconded the motion.

The following retention schedules were reviewed for approval:

- Board of Elections - Addition
- Board of Elections - Change
- Child Support Enforcement Agency - Addition
- Common Pleas (Judge Kruger) - new schedule

After some discussion, Mr. Peterson made the motion to accept the retention schedules. Mr. Whitney seconded the motion.

New Business: A cost comparison was presented on the possible purchase of a roll film processor for the Records Center. The comparison included a Filemaster III (Bell & Howell), a MiniMaster 16 (Assured Micro-Services) and sourcing out the film with Bell & Howell's State Purchasing contract. Mr. Stanfill explained that Delaware City and a township trustee have inquired about the Records Center microfilming their respective material. After some discussion, Mr. Whitney made the motion to purchase the Filemaster III. Mr. Peterson seconded the motion.

Old Business: Ms. Shaw presented a guest register from the Records Center. It was noted that there has been guest from California, Texas, Pennsylvania, Michigan, New York, Maryland, Florida, Missouri, Virginia, Iowa, Illinois, Indiana and Ohio. The main purpose for the use of the Center is research.

With no further business, Mr. Whitney made the motion to adjourn the meeting. Mr. Peterson seconded the motion. Mr. Wuertz adjourned the meeting.

Christine Shaw
Christine Shaw
Records Commission Secretary