



# Delaware County Records Commission

## County Records Commission

Agenda

June 30, 2011

- I. Call to Order
- II. Review and potential approval of the minutes from the May 6, 2011 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - a. Sheriff's Office - (Entire schedule revised)
  - b. Emergency Communications - (Entire schedule revised)
- IV. Open House
- V. Any other matters of concern to the Records Commission
- VI. Adjournment



# Delaware County Records Commission

## Delaware County Records Commission

Regular Meeting of June 30, 2011  
Records Center – 2079 US Rte. 23 N.

### Call To Order

Chairman Tommy Thompson called the meeting of the Delaware County Records Commission to order at 12:00 p.m.

Commission members present: Jan Antonoplos, George Kaitsa and Tommy Thompson

Staff present: Don Collins (First Assistant, Prosecutor's office), Dawn Huston (Director, Administrative Services), Christine Shaw (Records Coordinator, Records Center), Lori Detter (Records Technician, Records Center) and Megan Henry (Records Clerk, Records Center)

Mr. Collins has the authority from Prosecutor O'Brien to vote in her absence.

### Approval of the minutes for the May 6, 2011 regular meeting

**Motion:** Mrs. Antonoplos moved to approve the May 6, 2011 regular meeting minutes as submitted, seconded by Mr. Kaitsa. The motion passed by a 4-0 vote.

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

1. Sheriff – (Revised schedule)
2. Emergency Communications – (Revised schedule)

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

### Old Business

#### Records Center Relocation

The Commission and staff enjoyed a pizza luncheon to commemorate the relocation of the Records Center to the Willis Building. An Open House has been scheduled for August 9, 2011 from 4:00 p.m. until 6:00 p.m.

### Other Business

None

### Next Meeting

To be determined.

### Adjournment

Mrs. Antonoplos moved to adjourn the meeting, seconded by Mr. Kaitsa. Chairman Thompson adjourned the meeting at 12:25 p.m.

Respectfully submitted

Christine Shaw  
Records Commission Secretary

Tommy Thompson, Chairman  
Board of Commissioners


Jan Antonoplos  
Clerk, Court of Common Pleas




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Absent  
Melissa Jordan  
Recorder

  
Carol Hamilton O'Brien  
Prosecuting Attorney

  
George Kaitsa  
Auditor