



Delaware County

RECORDS CENTER

**Delaware County Records Commission
Agenda
March 13, 1992; 2:00 p.m.**

- I. Approve Minutes from previous meeting
- II. Approval of Application For One-Time Records Disposal
Board of Elections
Health Department
- III. Discussion and Approval of the Destruction of Records
policy
- IV. Further discussion of a possible seminar for the county
offices
- V. Further discussion on the .50 charge for copies
present results of survey
- VI. Any further matters of discussion

Adjourn



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Minutes From the Delaware County Records Commission Meeting
of
March 13, 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, Kay Conklin, Jon Peterson, Betty Porter, Brian Stanfill, Chris Shaw

Kay Conklin made the motion that the minutes from the February 13, 1992 meeting be accepted; Betty Porter seconded the motion, motion carried.

The first order of business: Ms. Shaw presented the Records Commission with two Applications for One-Time Records Disposal; one from the Delaware County Board of Elections and the other from the Delaware City/County Health Department. Each member present reviewed the forms and each, having been approved were signed by Records Commission Chairman, Fay Parrott.

A draft of the procedures for the destruction of records was presented to the Records Commission. After some discussion and corrections it was decided that Ms. Shaw make the requested corrections and additions. Ms. Shaw will present the corrected copy of the procedure at the next meeting.

Ms. Porter proposed that the material needing approval at the Records Commission meeting be sent to the Records Commission members prior to the meetings. All were in favor.

The Records Commission agreed that a one day seminar with Bob Allarding, Chief of Records Management with the Ohio Department of Commerce would be an asset to the county offices in the area of records management. Mr. Peterson suggested that a one day seminar have a follow-up seminar six months later. Mr. Stanfill suggested that a questionnaire be sent to the county offices asking for their suggestions as to what topics may interest them for the follow-up seminar. Ms. Shaw is to write a letter to Mr. Allarding requesting the possible days his schedule allows for a seminar. Ms. Porter suggested that the seminar should not be held on a Monday or a Friday because of the hectic schedule for the county office on these days.

The results of the .50 charge per copy survey was presented by Ms. Shaw. The results showed that six persons inquired about copies, while two refused to make a copy because of the price. The amount of money received from the four people who requested copies was \$54.50. After some discussion Mr. Peterson made the motion that the .50 per copy charge remain the same, Ms. Conklin seconded the motion.

Vote on the motion: Mr. Parrott, Aye, Mr. Peterson, Aye, Ms. Conklin, Aye, Ms. Porter, No. Motion carried.

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Other business: Mr. Stanfill stated that Ms. Cindy Fairbrother's resignation needed to be accepted. The motion was made by Mr. Peterson to accept Ms. Fairbrother's resignation, Ms. Porter seconded the motion.

Mr. Stanfill passed out the job descriptions for the Records Center staff. The position of Records Technician (job description attached) is being held by Ms. Shaw. Ms. Fairbrother held the position of Records Clerk (job description attached) which is now vacant. Mr. Stanfill explained that the starting wage for the position of Records Clerk would be lower than that of Ms. Fairbrother, if the applicants had no post high education or experience in the related field. The Records Commission expressed a need that in the future an archivist may be hired for the Records Center.

Mr. Peterson explained that the Records Center staff is employed by the Records Commission, rather than the Board of Commissioners. Mr. Peterson expressed that he as a member of the Records Commission would like to be involved with the interview process. Mr. Stanfill suggested that Mr. Dewey Fittro, Delaware County Personnel Coordinator select the four top applicants and the Records Commission be involved with the interviewing from that point. The motion was made by Mr. Peterson to advertise the position for the Records Clerk through the Board of Commissioners, Ms. Conklin seconded the motion.

Mr. Peterson presented the office of the Auditor's Schedule of Records Retention and Disposition. After some discussion and review of the form Mr. Parrott signed the form.

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. Conklin seconded the motion.

The meeting was adjourned.



Chris Shaw
Records Commission Secretary