



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
March 13, 1996

- I. Approval of the minutes from the August 30, 1995 meeting
- II. Approval of the Schedule of Records Retention and Disposition

Veterans Services (addition)
Public Defender (change)
Child Support (addition)
Adult Parole Authority
Child Support (One-Time Disposal)

- III. New Business
- IV. Old Business

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



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Minutes from Delaware County Records Commission Meeting
of
March 13, 1996

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

Persons present: Roy Jackson, Kay Conklin, Jon Peterson, Betty Porter, Brian Stanfill, Christine Shaw

The August 30, 1995 minutes were approved with one correction. Ms. Conklin made the motion. Ms. Porter seconded the motion.

The following retention schedules were reviewed for approval:

- Veterans Services (addition)
- Public Defender (change)
- Adult Parole Authority
- Child Support (addition)
- Child Support (One Time disposal)

After no discussion, Mr. Peterson made the motion to accept the retention schedules, Ms. Conklin seconded the motion. Mr. Jackson signed the forms as presented.

New Business: Ms. Shaw explained to the Commission that the Records Center staff will begin microfilming Child Support closed case files. The project will be similar to the project that competed for the Human Services department. The projects will involve hiring temporary staff to prep the files and the purchase of a microfilm reader-printer.

The Commissioners Journals are being microfilmed by Assured Micro-Services. The Journals are being filmed for preservation purposes. The project will take approximately seven weeks.

Old Business: Mr. Jackson ask the availability of storage space at the Records Center. Mr. Stanfill explained that space for storage was tight, however, Ms. Porter's office will be hiring a person to work with the Clerk of Court files at the Center. Once the files are prepped and examined, they will be microfilmed. This project will free a great deal of space. Mr. Stanfill also explained that there are a number of boxes that need to be gone through, as time allows this will be done, proving more space.

With no further business, Mr. Peterson made the motion to adjourn the meeting. Mr. Jackson adjourned the meeting.

Christine Shaw
Records Commission Secretary