



Delaware County

ADMINISTRATIVE SERVICES DIVISION

Lisa J. Iannotta, Director

HUMAN RESOURCES RECORDS CENTER DOG & KENNEL

Delaware County Records Commission

Agenda

March 5, 2009

- I. Call to Order
- II. Review and potential approval of the minutes from the May 6, 2008 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - a. Delaware County Board of Developmental Disabilities-Personnel (New schedule)
- IV. New Business
 - a. Imaging Committee – Jan Antonoplos
- V. Old Business
 - a. None
- VI. Any other matters of concern to the Records Commission
- VII. Adjournment

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Regular Meeting of March 5, 2009

County Commissioners Office - 101 N. Sandusky Street

Call To Order

Chairman Tommy Thompson called the meeting of the Delaware County Records Commission to order at 10:15 a.m.

Commission members present: Jan Antonoplos, Andrew Brenner

Staff present: Lisa Iannotta (Director of Administrative Services), Chris Betts (Assistant Prosecuting Attorney), Teri Scott (Executive Assistant, Prosecutor's office), Kelly Tennant (Real Estate Administration - Auditor's office) and Christine Shaw (Records Coordinator)

Guest: Mr. Robert Morgan (Superintendent, Delaware County Board of Developmental Disabilities (DCBDD)), Glen Tibbitts (DCBDD Records Team) and Robyn Davis (DCBDD Records Team)

Approval of the minutes for the May 6, 2008 regular meeting

Motion: Mr. Brenner moved to approve the May 6, 2008 regular meeting minutes as submitted, seconded by Mrs. Antonoplos. The motion passed by a 3-0-1 vote (Thompson Abstained).

Approval of the following Schedule of Records Retention and Disposition forms

1. Board of Developmental Disabilities – Personnel (New schedule)

Motion: Mr. Brenner moved to approve the Board of Developmental Disabilities Personnel retention schedule as submitted, seconded by Mrs. Antonoplos. The motion was approved by a 4-0 vote.

Ms. Shaw stated she had spoken to Mr. Robert Morgan before the meeting regarding two items related to his memo dated November 11, 2008 – Use of Digital Imaging Technology for Long-Term Government Records. Chairman Thompson asks Ms. Shaw to elaborate. Ms. Shaw stated that DCBDD material had not been tested by actually running the scanned material to the Digital Archive Writer as stated in Mr. Morgan's memo.

Ms. Shaw stated that a Certificate of Records Disposal form (RC3) would need to be completed and sent to the Ohio Historical Society 15 working days before any destruction of the documents took place. After some discussion it was decided that Ms. Shaw would send Ms. Davis an electronic copy of the RC3 form and that Mr. Tibbitts would contact Ms. Shaw to run a test of the DCBDD scanned images.

New Business

Mrs. Antonoplos spoke of the need to reconvene the County Imaging Committee (CIC). The need has risen from the numerous County departments and offices scanning documents. The Committee would be a forum for departments and agencies to ask questions and provide guidance to each other. Mr. Brenner suggested the committee adopt standards for the County for scanning. Mrs. Antonoplos will act as chairman of the committee. Mrs. Antonoplos and Ms. Shaw will establish a list of attendees and set a meeting date.

Motion: Mr. Brenner made the motion to reconvene the County Imaging Committee, seconded by Chairman Thompson and passed by a 4-0 vote.

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Mr. Brenner spoke on the following issues:

1. Veteran's Discharge records will no longer be public record until after 75 years of age.
2. HB 525 - Standardization of County Recorder's forms.
3. A resolution giving each Commission member the authority to have an alternate for Commission meetings. The name of the alternate must be provided to the Records Commission Secretary in writing. The alternate will have voting privileges. A Commission meeting must have in attendance a majority of elected officials for the required quorum. The Commission agreed with Mr. Brenner's suggested. Ms. Shaw will compose a resolution according to the provided guidelines.
4. The March 3, 2009 Dispatch editorial titled "Ohio's state and local governments need help preserving crucial records", Mr. Brenner noted that the Recorder's association is taking a proactive stance to keep fees within their own County. Ms. Shaw noted that of Ohio's 88 counties, 24 have public records centers and Delaware County is one of the 24 counties to have a center.
5. The Commission recommends to the County Commissioners that the Records Center be relocated. Mr. Brenner expressed concern that the Center is currently located in a basement and the need for continuity within the County in case of a disaster.
6. Concern that the Records Commission met once during 2008. According to Ohio Revised Code 149.38 – The commission shall meet at least once every six months and upon call of the chairman.

Old Business None

Next Meeting October 8, 2009 at 10:00 a.m. County Commissioner's Conference room B

Adjournment

With no further business, Mrs. Antonoplos moved to adjourn the meeting, seconded by Mrs. Scott. Chairman Thompson adjourned the meeting at 10:45 a.m.

Respectfully submitted

Handwritten signature of Christine Shaw in blue ink.

Christine Shaw
Records Commission Secretary

Handwritten signature of Tommy Thompson in blue ink.

Tommy Thompson, Chairman
President, Board of Commissioners

Handwritten signature of Jan Antonoplos in blue ink.

Jan Antonoplos
Clerk, Court of Common Pleas

Handwritten signature of Andrew Brenner in blue ink.

Andrew Brenner
Recorder

Abstain

George Kaitsa
Auditor

Handwritten signature of David Yost in blue ink.

David Yost
Prosecuting Attorney

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