



Delaware County  
**RECORDS CENTER**

Delaware County Records Commission  
Agenda  
May 13, 1998

- I. Approval of the minutes from the April 8, 1998 meeting
- II. Approval of the Schedule of Records Retention and Disposition
  - Juvenile Court - Additions
- III. New Business
- IV. Old Business
  - Review of the letter that accompanied the Sheriff's Department retention schedule



Delaware County

# RECORDS CENTER

Minutes from the Delaware County Records Commission  
meeting of  
May 13, 1998

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners hearing room, 101 N. Sandusky Street, Delaware. The meeting was presided over by Ms. Deborah Martin, chairman.

Persons present: Deborah Martin, Kay Conklin, Duncan Whitney, Shari Baker, Major Gill Borchers of the Delaware County Sheriff's department, Robert Schultz of Robert Schultz and Associates, Brian Stanfill, Kevin Williams, Christine Shaw

The April 8, 1998 minutes were approved as written. Mr. Whitney made the motion to accept the minutes. Ms. Conklin seconded the motion. Minutes approved.

The following retention schedules was reviewed for approval:

Juvenile Court (Additions)  
General Schedule (Additions)

**New Business:**

Mr. Williams announced to the Commission that Christine Shaw made the Dean's List as she completes her four year degree with the Mount Vernon Nazarene College.

**Old Business:**

Ms. Shaw announced that the Center has received the approved Sheriff's retention schedule from the Ohio Historical Society.

An announcement was made that the Records Center staff has not received any written or oral comments or suggestions concerning the April 15 letter from Deborah Martin on behalf of the Commission concerning the letter of April 1 from the Sheriff's Office. After some discussion the Records Commission accepted the information in rule form. Upon the acceptance of the rule a new general records retention schedule was presented to the Commission for approval.

In the matter of accepting the Delaware County Sheriff's letter dated April 1, 1998, the general records retention schedule for Delaware County will be change. The Rule is adopted as follows:

Rule..."that those public agencies that comprise the government entity known as Delaware County and that are under the direction and oversight of this public records commission may dispose of the public records with a Retention Period listed as follows:

page 2

1. Until no longer of Administrative Value.
2. 60 days No Administrative Value.
3. 6 months No Administrative Value, erase and reuse.
4. No longer of Administrative or Legal Value, erase and reuse.

Furthermore, agencies which list these types of Retention Periods on their Schedule of Records Retention and Disposition RC-2, may dispose of public records on a continuing basis, and shall be required to file their RC-3 Certificate of Disposal for these types of records on an annual basis only.

Any type of record that is destroyed at the Records Center will required an approved Records Retention and Disposition RC-2 form at the time of destruction.

With no further business, Mr. Whitney made a motion to adjourn the meeting, Ms. Conklin seconded the motion. Ms. Martin adjourned the meeting.



Christine Shaw  
Records Commission Secretary