



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
May 15, 2000

- I. Approval of the minutes from the December 16, 1999 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Emergency Communications
 - General Schedule for all county offices, departments and agencies
 - Personnel
 - Risk and Insurance
 - Sheriff
- III. New Business
 - Mobil Shelving in the Records Center vault
- IV. Old Business
 - Review the updated draft of the Records Management Procedures Manual
- V. Any other matters of concern to the Records Commission



Delaware County

RECORDS CENTER

Minutes from the Delaware County Records Commission
meeting of
May 15, 2000

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

Persons present: Deborah Martin, Betty Porter, Shari Baker for David Yost, Jackie Chaffin for Kay Conklin, Kevin Williams, Christine Shaw

The December 16, 1999 minutes were approved with two corrections. The correct spelling of Shari Baker's last name and the need of a comma between Shari Baker and Kevin Williams name in the persons present section. Mrs. Martin made a motion to accept the minutes, upon correction. Motion passed.

The approval of Schedule of Records and Retention Schedules:

The following schedules were over five years old and needed to be updated to address the county's needs:

Emergency Communications

General Schedule for all county offices, departments and agencies

Personnel

Risk and Insurance

Sheriff (two storage media updates)

Ms. Porter made a motion to approval the schedules as presented. Ms. Baker seconded the motion. The motion passed. The retention schedules were approved as presented.

New Business:

Ms. Shaw stated that the high density mobil shelving in the Records Center vault has been installed. The project was started March 29, 2000 and was to be a three day job. The project is still not complete. The correct cabinet drawers are on order and the floor has not been completed. Mr. Dave Connelly represents Central Business Group; the vendor for the mobil system. Letters of apology from Mr. Connelly were distributed to the Commission members.

Old Business

The updated Records Management Procedures Manual was reviewed. After much discussion Mrs. Martin recommended that the revised manual be adopted. Ms. Shaw is to correct grammar, spacing and spelling errors, however no substainal changes are to be made. Mrs. Porter made the motion to adopt the manual, Mrs. Baker seconded the motion. The manual was adopted.

With no further business, Mrs. Martin adjourned the meeting

A handwritten signature in blue ink that reads "Christine Shaw".

Christine Shaw
Records Commission Secretary

Delaware County Records Center, 50 Channing Street, Delaware, Ohio 43015

(740) 833-2140

(740) 548-7313

FAX: (740) 833-2139