



Delaware County Records Commission

County Records Commission

Agenda
May 15, 2013

- I. Call to Order
- II. Review and potential approval of the minutes from the December 5, 2012 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - a. Adult Parole Authority - (Entire schedule revised to new form)
 - b. Auditor - (Additions to existing schedule)
 - c. Facilities Management - (Entire schedule revised to new form)
 - d. Treasurer (Addition to existing schedule)
- IV. New Business
- V. Old Business
- VI. Any other matters of concern to the Records Commission
- VII. Adjournment



Delaware County Records Commission

Delaware County Records Commission
Regular Meeting of May 15, 2013
Commissioner's Office – 101 N. Sandusky Street

Call To Order

Chairman Gary Merrell called the meeting of the Delaware County Records Commission to order at 9:10 a.m.

Commission members present: George Kaitsa, Carol Hamilton O'Brien and Gary Merrell

Staff present: Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the December 5, 2012 regular meeting

Motion: Mr. Kaitsa moved to approve the December 5, 2012 regular meeting minutes as submitted, seconded by Mrs. Hamilton O'Brien. The motion passed by a 2-0-1 vote (Merrell).

Approval of the following Schedule of Records Retention and Disposition forms

1. Adult Parole Authority – (Entire schedule revised to the new form)
2. Auditor – (Additions to the current schedule)
3. Facilities Management- (Entire schedule revised to the new form)
4. Treasurer (Addition to the current schedule)

Motion: Mr. Kaitsa moved to approve all of the schedule of records retention and disposition forms as submitted, seconded by Mrs. Hamilton O'Brien. The motion was approved by a 3-0 vote.

New Business

Chairman Merrell inquired if there was a procedure or policy on how the Townships are assisted with their records management needs. Ms. Shaw stated that the Townships have called Mr. Chris Betts of the Prosecutor's office and Mr. Betts has referred them to Ms. Shaw. Ms. Shaw explained that she has directed Township Officials to the Ohio Historical Society local government program's web site and answered questions that were proposed. Mrs. Hamilton O'Brien stated the Townships are always welcome to call the Prosecutor's office.

Old Business

Records Center Backlog update: Ms. Shaw informed the members of projects that have been worked on or completed. The projects are for Code Compliance, Prosecutor/Juvenile, Prosecutor/Criminal, Auditor/Payroll and the Auditor/Board of Revisions scanned by 3SG.

Other Business

None

Next Meeting

To be determined.

Adjournment

Mr. Kaitsa moved to adjourn the meeting. Chairman Merrell adjourned the meeting at 9:21 a.m.



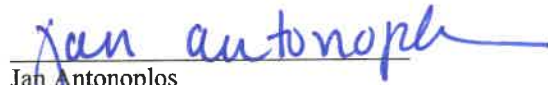
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Respectfully submitted



Christine Shaw
Records Commission Secretary


Gary Merrell Chairman
Board of Commissioners


Jan Antonoplos
Clerk, Court of Common Pleas

Absent
Melissa Jordan
Recorder


George Kaitsa
Auditor


Carol Hamilton O'Brien
Prosecuting Attorney