



# Delaware County Records Commission

## County Records Commission

Agenda  
May 27, 2010

- I. Call to Order
- II. Review and potential approval of the minutes from the October 8, 2009 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - a. Delaware General Health District (Addition to Personal Health Schedule)
  - b. Treasurer (Addition to existing schedule)
- IV. New Business
  - a. County records maintained at the Delaware County Historical Society, 157 East William Street
- V. Old Business
  - a. Records Manual
  - b. Records Center relocation
- VI. Any other matters of concern to the Records Commission
- VII. Adjournment



# Delaware County Records Commission

**Delaware County Records Commission**  
Regular Meeting of May 27, 2010  
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 1:06 p.m.

Commission members present: Jan Antonoplos, Andrew Brenner, George Kaitsa and Tommy Thompson

Staff present: Teri Scott (Executive Assistant, Prosecutor's office), Aric Hochstettler (Assistant County Prosecutor) and Christine Shaw (Records Coordinator)

## Approval of the minutes for the October 8, 2009 regular meeting

**Motion:** Mr. Brenner moved to approve the October 8, 2009 regular meeting minutes as submitted, seconded by Mr. Kaitsa. The motion passed by a 5-0 vote.

**Motion:** Mr. Brenner moved to amend the regular meeting minutes of October 8, 2009 to include a motion stating the entire Records Commission is in favor of the Records Center relocation to the Willis Building located at 2081 North U.S. Highway 23. The motion was seconded by Mr. Kaitsa and approved by a 5-0 vote.

## Approval of the following Schedule of Records Retention and Disposition forms

1. General Health District (additions to Personal Health schedule)
2. Treasurer (addition to current schedule)

**Motion:** Mrs. Antonoplos moved to approve all schedule of records retention and disposition forms as submitted, seconded by Mr. Kaitsa. The motion was approved by a 5-0 vote.

## New Business

### County Records maintained by the Delaware County Historical Society, 157 E. William Street, Delaware

Ms. Shaw stated to the Commission that the Delaware County Historical Society (DCHS) and the Delaware County Genealogical Society (DCGS) are no longer housed together at 157 E. William Street. The DCGS is now located at the Delaware County District Library. Ms. Shaw is asking each elected official that has material housed at the DCHS where they would like the County material to be maintained. The three options are as follows:

1. Material to remain in the care of the DCHS at 157 E. Williams Street.
2. Material to be placed in the care of the DCGS at the Delaware County District Library.
3. Material to be placed back in the care of Delaware County. The material would be maintained by the Records Center.

Mr. Hochstettler suggested that County material be placed back in the care of the County. Mr. Hochstettler stated that the County is the responsible party for the maintenance and destruction of County records. County records will be properly housed at the Willis Building and be under the physical control of County staff.

**Motion:** Mr. Brenner made the motion as follows; In the best interest of the County all County records shall be returned to the Records Center. The motion was seconded by Mr. Kaitsa and approved by a 5-0 vote.

**Motion:** Mr. Brenner moved to amend the motion by adding the following; The County is responsible for the maintenance and destruction of County records. County records will be properly housed at the Willis Building and be under the physical control of County staff. The motion was seconded by Mr. Kaitsa and approved by a 5-0 vote.

Ms. Shaw stated she would follow up with each official and request a letter stating that the records shall be returned to the County. A copy of the official's letter will be given to the Delaware County Historical Society and the Delaware County Geological Society.



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Regular Meeting of May 27, 2010

## Old Business

### Records Manual

Ms. Shaw stated that the manual has been on the County Intranet since October of 2009. There has only been one positive comment regarding the manual. Chairman Thompson state that he would like a general announcement to be sent county wide letting County staff know the manual is available on the Intranet. Chairman Thompson stated that he would like the announcement to include a statement that if any matter has not been addressed in the manual or if assistance is needed to please contact Ms. Shaw at the Records Center.

### Records Center Relocation

Ms. Shaw informed the Commission that the Center's staff has met with the architect and the mechanical and electrical engineers to determine the needs for the Center to operate and remain a Kodak Certificated lab. All parties have visited the Center to review the current set up. Mr. Jon Melvin, Facilities Supervisor has been present at the meetings. The projected move date is late fall or early winter.

Chairman Thompson will forward an email to all Commission members regarding the cost of the relocation. Ms. Shaw sent the email to Chairman Thompson on 10/21/2009 at Chairman Thompson's request.

Chairman Thompson stated that he would like a new shredder in place at the Willis Building by the time the Records Center is relocated. The current shredder is to remain in its current location. Mr. Brenner ask the cost of a new crosscut shredder. Ms. Shaw stated approximately \$14,000.00. Funding for the shredder is yet to be determined.

## Other Business

Mr. Hochstettler ask Ms. Shaw how long emails are retained. Ms. Shaw stated that email is a method of transmission. The content of the email determines the retention of the email. Mr. Hochstettler stated that Mr. Lewis, Data Center Director would like to dispose of some tapes. Mr. Hochstettler ask Ms. Shaw for written documentation on the retention of email.

**Next Meeting** To be determined.


## Adjournment


With no further business, Chairman Thompson adjourned the meeting at 1:50 p.m.

Respectfully submitted

  
Christine Shaw  
Records Commission Secretary

  
Tommy Thompson, Chairman  
President, Board of Commissioners

  
Andrew Brenner  
Recorder

  
David Yost  
Prosecuting Attorney

Absent

  
Jan Antonoplos  
Clerk, Court of Common Pleas

  
George Kaitsa  
Auditor