



Delaware County

RECORDS CENTER

Agenda

Delaware County Records Commission

May 6, 2008

- I. Review and potential approval of the minutes from the July 17, 2007 meeting
- II. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - .Delaware County Board of Developmental Disabilities-Personnel (New schedule)
 - .Emergency Communication (Addition to schedule)
 - .General Health District (One-Time Disposal Form for Personal Health)
 - .General Health District (Addition to Vital Statistics schedule)
 - .General Schedule for County (Updated schedule)
 - .Prosecuting Attorney (Updated schedule)
 - .Records Center (New schedule)
- III. New Business
 - .Disaster Recovery (A. Brenner)
- IV. Old Business
 - .None
- V. Any other matters of concern to the Records Commission



Delaware County

ADMINISTRATIVE SERVICES DIVISION

Lisa J. Iannotta, Director

HUMAN RESOURCES RECORDS CENTER DOG & KENNEL

Delaware County Records Commission

Regular Meeting of May 6, 2008

Rutherford B. Hayes Building – 140 N. Sandusky Street

Call To Order

Chairman Glenn Evans called the meeting of the Delaware County Records Commission to order at 10:40 a.m.

Commission members present: Jan Antonoplos, Andrew Brenner, Todd Hanks and Glenn Evans

Staff present: Lisa Iannotta (Director of Administrative Services), Chris Betts (Assistant Prosecuting Attorney) and Christine Shaw (Records Coordinator)

Guest: Mr. Robert Morgan (Superintendent, Delaware County Board of Developmental Disabilities)

Approval of the minutes for the July 17, 2007 regular meeting

Motion: Mr. Brenner moved to approve the July 17, 2007 regular meeting minutes as submitted, seconded by Mrs. Antonoplos. Motion passed. Upon approval each Commission member present signed the minutes.

Approval of the following Schedule of Records Retention and Disposition forms

1. Emergency Communication (addition to schedule)
2. General Health District (additional to Vital Statistics schedule)
3. General Retention schedule for all County department, offices and agencies (entire schedule revised)
4. Prosecuting Attorney (entire schedule revised)
5. Records Center (new schedule)

The Delaware County of Board of Developmental Disabilities Personnel Records Retention and Disposition form was removed from the agenda per Mr. Morgan's requested changes.

Approval of One Time Disposal of Obsolete Records form

1. General Health District – Personal Health

Motion: Mr. Brenner moved to approve the forms as submitted, seconded by Mrs. Antonoplos. Motion passed.

Upon approval, Chairman Evans signed the schedules.

Mr. Robert Morgan, spoke on behalf of the Delaware County Board of Developmental Disabilities (DCBDD) Personnel Schedule of Records Retention and Disposition. Mr. Morgan would like to be able to dispose of client file information after the material has been scanned, rather than waiting until the information has been scanned and sent to microfilm thru the Digital Archive Writer at the Records Center. Mr. Morgan is going to construct a policy or a letter to state that DCBDD will commit to all upgrades to the current DCBDD scanning and retrieval software. Once constructed Mr. Morgan will forward the policy or letter to Mr. Chris Betts of the Prosecuting Attorney's office for review and assistance. Mr. Morgan will forward a copy of the approved and signed copy of the policy or letter to Ms. Shaw. Ms. Shaw will then place the revised DCBDD Personnel schedule on the next Records Commission agenda. The approved signed letter or policy shall be attached to the revised DCBDD schedule.

Human Resources

10 Court Street, 2nd Floor
Delaware, Ohio 43015
(740)833-2120 or (740)833-7313
Fax: (740)833-2119

Records Center

50 Channing Street
Delaware, Ohio 43015
(740)833-2140 or (740) 548-7313
Fax: (740)833-2139

Dog & Kennel

10 Court Street, 2nd Floor
Delaware, Ohio 43015
(740)368-1915 or (740)548-7313
Fax: (740)368-1919



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New Business

Mr. Brenner presented the question: - How would the County function if a disaster happened that effected the County's operations? Mr. Brenner spoke on the current Disaster Recover situation for Delaware County. Mr. Brenner would like a plan in place that involves the entire County. Mr. Evans suggested Mr. Brenner bring his ideas and concerns to the next County security meeting.

Old Business

Mr. Brenner spoke on House Bill 46 and Senate Bill 6.

No date was established for the next Records Commission meeting.

Adjournment

With no further business, Mr. Brenner moved to adjourn the meeting, seconded by Mrs. Antonoplos. Chairman Evans adjourned the meeting at 11:10 a.m.

Respectfully submitted

Handwritten signature of Christine Shaw in blue ink.

Christine Shaw
Records Commission Secretary

Handwritten signature of Glenn Evans in blue ink.

Glenn Evans, 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

Todd Hanks
Auditor

Handwritten signature of David Yost in blue ink.

David Yost
Prosecuting Attorney

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