



Delaware County Records Commission

County Records Commission

Agenda
May 6, 2011

- I. Call to Order
- II. Review and potential approval of the minutes from the November 18, 2010 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - a. Board of Elections - (Entire schedule revised)
 - b. Prosecutor's office - (Entire schedule revised)
- IV. Records Center relocation
- V. Any other matters of concern to the Records Commission
- VI. Adjournment



Delaware County Records Commission

Delaware County Records Commission
Regular Meeting of May 6, 2011
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 2:10 p.m.

Commission members present: Jan Antonoplos, Carol Hamilton O'Brien, George Kaitsa and Tommy Thompson

Staff present: Don Collins (First Assistant, Prosecutor's office), Dawn Huston (Director, Administrative Services) and Christine Shaw (Records Coordinator, Records Center)

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

Motion: Mrs. Antonoplos moved to approve the November 18, 2010 regular meeting minutes as submitted, seconded by Mr. Kaitsa. The motion passed by a 2-2-0 vote.

Approval of the following Schedule of Records Retention and Disposition forms

1. Board of Elections – (Revised schedule)
2. Prosecutor's office – (Revised 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 4-0 vote.

Old Business

Records Center Relocation

Ms. Shaw spoke with Mr. Jon Melvin, Facilities Supervisor. A tentative timeline would be for Simplex and Carrier to complete work on May 6, 2011, final inspections the week of May 9, 2011 and a move date the week of May 23, 2011. Ms. Shaw will keep the Commission informed as she is provided more information.

Ms. Shaw stated that the Records Center would host the fall Ohio County Archivists and Records Managers Association (CARMA) meeting. Records professionals from around the state of Ohio are excited to tour Delaware County's new Records Center.

Other Business

Chairman Thompson congratulated Prosecutor O'Brien on a successful Walk A Mile In My Shoes event. Mr. Kaitsa requested that Ms. Shaw speak with Mrs. Janice Roller in regards to updating the Auditor's office retention schedule.

Next Meeting

Chairman Thompson would like to hold a lunch meeting the first full Friday the Records Center is located in the new facility.

Adjournment

Chairman Thompson adjourned the meeting at 2:30 p.m.

Respectfully submitted

Christine Shaw
Records Commission Secretary

Tommy Thompson, Chairman
Board of Commissioners

Jan Antonoplos
Clerk, Court of Common Pleas



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Absent

Melissa Jordan
Recorder


George Kaitso
Auditor



Carol Hamilton O'Brien
Prosecuting Attorney