



Delaware County Records Commission

County Records Commission

Agenda

November 12, 2014

- I. Call to Order
- II. Review and potential approval of the minutes from the April 9, 2014 regular meeting
- III. Townships Records Management Needs
A discussion on the following:
 - Should the Records Center provide storage space for Townships?
 - Should the Records Center provide scanning services to Townships? If so is there a charge?
 - Should the Records Coordinator provide informational support to Townships?
 - Should the Records Coordinator provide more of a hands on type of support to Townships?
(Example: Go to Township and help inventory records) – If so is there a charge?
- IV. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - EMA/LEPC/DWART (Entire retention schedule revised to the new forms)
 - Sheriff's Office (Entire retention schedule revised)
 - Sheriff's Office RC1 form
- V. Public computer in the Records Center's lobby
- VI. Any other matters of concern for the Records Commission
- VII. Next Meeting
Establish a date and time for the next meeting
- VIII. Adjournment



Delaware County Records Commission

Delaware County Records Commission
Regular Meeting of November 12, 2014
Records Center – 2079 US Rte. 23 N, Delaware

Call To Order

Chairman Gary Merrell called the meeting of the Delaware County Records Commission to order at 10:07 a.m.

Commission members present: Jan Antonoplos, Aric Hochstettler (Assistant Prosecuting Attorney, Prosecutor's office for Carol Hamilton O'Brien) and Gary Merrell

Staff present: Dawn Huston (Assistant County Administrator and Director of Administrative Services, Administrative Services) Chris Betts (Assistant Prosecuting Attorney, Prosecutor's office) Angie Dusthimer (Clerk, Sheriff's office) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 9, 2014 regular meeting

Motion: Mrs. Antonoplos moved to approve the April 9, 2014 meeting minutes as submitted, seconded by Mr. Hochstettler. All present were in favor by voice vote. Motion carried.

Township Records Management Needs

The Commission members held a discussion regarding the following:

1. Should the Records Center provide storage space for Townships? If so is there a charge?
2. Should the Records Center provide scanning services to the Townships? If so is there a charge?
3. Should the Records Coordinator provide informational support to Townships?
4. Should the Records Coordinator provide more of a hands on type of support to Townships? (Example: Go to Townships and help inventory records – If so is there a charge?)

Mr. Betts stated that when he refers Township Fiscal Clerks to Ms. Shaw it is for informational support only. Mr. Betts did state that there can be a contractual agreement for services. Mr. Hochstettler was ask by the Chairman what he would feel comfortable with, Mr. Hochstettler reply was number three (Records Coordinator provide informational support to Townships). Ms. Shaw stated that the three big departments that store records at the Center are the Prosecutor's office, Clerk of Courts and the Auditor's office. If storage space was provided to Townships; County departments would have to relinquish some of their storage space. Ms. Shaw also stated that she has been working with the Sheriff's office and storage space has been granted to that office once their RC2 form comes back from the State of Ohio approved. The Center's staff is also going to start scanning for the Sheriff's office and the Child Services office. Ms. Shaw was asked if the Townships have ask for any assistance be on informational support. Berlin Township's record minute books were microfilmed when Mrs. Judy Shumway was their Fiscal Clerk. Berlin Township was charged for the labor and supplies. Other than that no other Townships have ask for additional support. Ms. Shaw is to keep track of the assistance she provides to Townships and report back to the Commission at their April 8, 2015 meeting.

Approval of the following Schedule of Records Retention and Disposition forms

1. EMA/LEPC/DWART (Entire retention schedule revised to the new forms)
2. Sheriff's Office (Entire retention schedule revised)
3. Sheriff's Office (RC1 form)
4. **Motion:** Mrs. Antonoplos moved to approve the EMA/LEPC/DWART and the Sheriff's Office schedule of records retention and disposition forms as well as the Sheriff's Office RC1 form as submitted, seconded by Mr. Hochstettler. Motion passed by a 3-0 voice vote.



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Public Computer in the Records Center lobby

After some discussion it was decided that Ms. Shaw is to contact other Records Center's in the State of Ohio and inquire what they are doing. Also a cost analysis should be provided for the project.

Any Other Matters of Concern for the Records Commission

Ms. Shaw stated the new processor is up and running with no problems. All EPA regulations have been met. A tour of the Center was offered however all present were familiar with the Center and its operations.

Next Meeting April 8, 2015 - 10:00 a.m. – Records Center

Adjournment

Chairman Merrell adjourned the meeting at 10:38 a.m.

Respectfully submitted

Christine Shaw
Records Commission Secretary

Gary Merrell, Chairman
Board of Commissioners

Jan Antonoplos
Clerk, Court of Common Pleas

Melissa Jordan
Recorder

George Kaisa
Auditor

Carol Hamilton O'Brien
Prosecuting Attorney