



Delaware County  
**RECORDS CENTER**

Delaware County Records Commission  
Agenda  
November 13, 1996

- I. Approval of the minutes from March 13, 1996
- II. Approval of the Schedule of Records Retention and Disposition

Auditor (addition)

- III. New Business
- IV. Old Business

Any other matters of concern to the Delaware County Records Commission.



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Minutes from the Delaware County Records Commission Meeting  
of  
November 13, 1996

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners office, 101 N. Sandusky Street, Delaware, Ohio. The meeting was presided over by Mr. Roy Jackson, chairman.

Persons present: Roy Jackson, Jon Peterson, Duncan Whitney, Don Wuertz, Brian Stanfill, Christine Shaw

The March 13, 1996 minutes were approved as written. Mr. Peterson made the motion. Mr. Whitney seconded the motion.

The following retention schedule was reviewed for approval:

Auditor (addition)

After no discussion, Mr. Whitney made the motion to accept the retention schedule. Mr. Peterson seconded the motion. Mr. Jackson signed the form.

New Business: Mr. Whitney inquired on how much the public uses the Records Center. Ms. Shaw explained that researchers are present everyday. Mr. Peterson suggested that a register be kept to show who is using the Center and for what purpose.

The Records Center budget was reviewed. After some discussion the budget was recommend for approval. Mr. Whitney made the motion. Mr. Peterson seconded the motion.

Old Business: Ms. Shaw noted that the County Commissioners Journals have been filmed and the project is complete at the present time. After some discussion it was stated that the CSEA microfilming project could possibly be started in 1997. It was noted that the Clerk of Courts microfilming project has not been started.

With no further business, Mr. Jackson adjourned the meeting.

*Christine Shaw*  
Christine Shaw  
Records Commission Secretary