



Delaware County

# RECORDS CENTER

Delaware County Records Commission  
Agenda  
November 13, 1997

- I. Approval of the minutes from the June 12, 1997 meeting
- II. Approval of the Schedule of Records Retention and Disposition
  - General Schedule - revised
  - County Auditor - revised
- III. New Business
  - Cost of copies at the Center
    - present cost
    - .50 per page
    - 1.00 per page for certified copies
- 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, 1997

The meeting of the Delaware County Records Commission was held at the Delaware County Courthouse, second floor Grand Jury room, 91 N. Sandusky Street, Delaware. The meeting was presided over by Mr. Don Wuertz, chairman.

Person present: Don Wuertz, Duncan Whitney, Betty Porter, Shari Baker, Brian Stanfill, Christine Shaw

The June 12, 1997, minutes were approved as written. Mr. Whitney made the motion to accept the minutes. Ms. Porter seconded the motion. Minutes approved.

The following retention schedules were reviewed for approval:

County Auditor (revised schedule)  
General Schedule (revised schedule)

After some discussion, Mr. Whitney made the motion to accept the revised retention schedules. Ms. Porter seconded the motion. Schedules approved.

New Business: Due to the revised copy fee of the General Fund offices a review of the copying charges for the Center were discussed. The county offices under the General Fund have changed their copying fees to the first 10 copies are free and .05 a copy after that. Ms. Shaw noted that the present charge at the Center is .50 per page and 1.00 per page for certified copies. Ms. Porter recommended a charge of .25 per copy and leaving the certified cost as is. After some discussion, the Commission agreed to have Ms. Shaw research the number of copies the Center made last year, before a decision is made. The numbers will be presented to the Commission before the next Records Commission meeting.

Old Business: Ms. Shaw informed the Commission that the File Master III Processor has been installed at the Center. Training took place on November 4.

With no further business, Mr. Whitney made the motion to adjourn the meeting. Ms. Porter seconded the motion. Mr. Wuertz adjourned the meeting.

Christine Shaw  
Records Commission Secretary