



# Delaware County Records Commission

**Delaware County Records Commission**  
Regular Meeting of November 18, 2010  
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 2:05 p.m.

Commission members present: George Kaitsa (Arrived at 2:09 p.m.) and Tommy Thompson

Staff present: Teri Scott (Executive Assistant, Prosecutor's office), Aric Hochstettler (Assistant County Prosecutor), Rob Lectka (Chief Deputy Recorder) and Christine Shaw (Records Coordinator)

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

**Motion:** Mrs. Scott moved to approve the May 27, 2010 regular meeting minutes as submitted, seconded by Mr. Lectka. The motion passed by a 3-0 vote.

## Approval of the following Schedule of Records Retention and Disposition forms

1. Court of Common Pleas – Jury Commission (New schedule)
2. Prosecutor's office – Victim Services (Additions to existing Prosecutor's schedule)
3. Treasurer (Addition to existing schedule)
4. Dog and Kennel (Revised schedule)
5. Commissioner's office (Revised schedule)
6. Veterans Service (Revised schedule)
7. Facilities (One change to existing schedule)
8. Facilities (One addition to existing schedule)

**Motion:** Mr. Kaitsa moved to approve all schedule of records retention and disposition forms as submitted, seconded by Ms. Scott. The motion was approved by a 4-0 vote.

## New Business

### County Record Storage boxes

Ms. Shaw stated that the County Commissioner's have supplemented the Records Center budget to purchase storage boxes. As of the date of the meeting there is 136 boxes at the Center for county use. Ms. Shaw informed the Commission that a purchase order request has been submitted for the boxes. Once the boxes are ordered there is a two-week lead-time. Chairman Thompson emphasized that the storage boxes are for records center use, if a department needs to store books, shred material or move information he requested that the department find another source of box.

### Delaware County Memory Project

Ms. Shaw explained the following; Mr. Chauncey Montgomery, Director of the Sunbury Community Library is proposing to expand the Big Walnut Memory Project to include all of Delaware County. The general vision of the project is that each of the libraries, record centers and historical and genealogical societies in the county would have representation and a link to its own digitized collection through a newly created Web site called Delaware County Memory.

The project will develop a digital archive that will help Delaware County institutions in helping organize and preserve collections, but it would also provide measureless benefits to researchers, historians, and most importantly future generations of Delaware County residents.

Delaware County supports the pursuit of grant funding for the project and is willing to discuss arrangements to have County material scanned offsite for the project. Chairman Thompson stated Ms. Shaw should speak with Mrs. Jennifer Walraven (Clerk to the Board of Commissioners) to get a Resolution of support on the Commissioner's agenda.



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## Old Business

### Records Center Relocation

Ms. Shaw informed the Commission that the construction has started at the Willis Building for the Center's relocation. A timeline for the project was presented. All Commission members are welcome to attend Progress meetings every Wednesday at 3 p.m. in the large conference room at the Willis Building. If Commission members are unable to attend the Progress meetings they are welcome to meet Jon Melvin, Facilities Supervisor or Ms. Shaw for a tour. The projected move date is late January 2011.

Ms. Shaw stated that a staff person is going to the Willis Building to pull requests twice a day. If there is any type of emergency request, please contact staff.

### County Records maintained by the Delaware County Historical Society, 157 E. William Street, Delaware

Ms. Shaw stated to the Commission that the Delaware County Historical Society (DCHS) and the Delaware County Genealogical Society (DCGS) are no longer housed together at 157 E. William Street. The DCGS is now located at the Delaware County District Library. Ms. Shaw is asking each elected official that has material housed at the DCHS where they would like the County material to be maintained. The three options are as follows:

1. Material to remain in the care of the DCHS at 157 E. Williams Street.
2. Material to be placed in the care of the DCGS at the Delaware County District Library.
3. Material to be placed back in the care of Delaware County. The material would be maintained by the Records Center.

Ms. Shaw stated that she has not received a letter from the Auditor's office or the Commissioner's office directing her regarding the department's material stored at the DCHS. Chairman Thompson suggested Ms. Shaw speak with Mrs. Letha George (Assistant County Administrator) regarding the Commissioner's material and Mr. Kaitsa acknowledged he still needed to provide a letter regarding the Auditor's material.

A copy of the official's letter will be given to the Delaware County Historical Society and the Delaware County Geographical Society.

## Other Business

Ms. Shaw stated that the County Commissioner's have provided funds for the Center to purchase a new cross cut shredder. The new shredder will be ordered and delivered to the Willis Building. The current shredder will remain at its current location.

**Next Meeting** To be determined.



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## Adjournment

Mr. Kaitsa moved to adjourn the meeting, seconded by Mr. Lectka. Chairman Thompson adjourned the meeting at 2:45 p.m.

Respectfully submitted

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Christine Shaw  
Records Commission Secretary

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Tommy Thompson, Chairman  
President, Board of Commissioners

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Jan Antonoplos  
Clerk, Court of Common Pleas

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Andrew Brenner  
Recorder

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George Kaitsa  
Auditor

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David Yost  
Prosecuting Attorney