

Delaware County

RECORDS CENTER



Delaware County Records Commission
Agenda
November 20, 2002

- I. Approval of the minutes from the May 14, 2002 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Dog and Kennel
 - Prosecutor
- III. New Business
 - None
- IV. Old Business
 - Update on the Document Management Project (imaging system)
- V. Any other matters of concern to the Records Commission



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Minutes from the Delaware County Records Commission
meeting for
November 20, 2002

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners meeting room, 101 N. Sandusky Street, Delaware. Mr. Don Wuertz, chairman called the meeting to order.

Persons present: Mr. Don Wuertz, Mr. W. Duncan Whitney, Mrs. Shari Baker, Mrs. Melissa Stevens for Mrs. Jan Antonoplos, Mrs. Lori Detter and Ms. Christine Shaw

The May 14, 2002 minutes were approved as written. Mr. Whitney made the motion to accept the minutes, Mrs. Baker seconded the motion. Motion passed.

The approval of the following Schedule of Records and Retention Schedules:

- Prosecuting Attorney's (update)
- Dog and Kennel (update)

The Schedule of Records and Retention Schedule forms were approved as written. Mr. Whitney made the motion to accept the forms; Mrs. Baker seconded the motion. Motion passed.

New Business:

Mr. Whitney requested that Ms. Shaw contact other counties and ask how they are handling criminal case files. Mr. Whitney commented that if the defendant was deceased then the case file could be destroyed. Mr. Wuertz suggested that Ms. Shaw speak with Mr. Dave Cannon to see if there was a way through CCAO that the lobbyist could be contacted to encouraged the State of Ohio to install a system through Leads.

Old Business:

Ms. Shaw explained that the bid specification for the Document Imaging project will be placed on the Commissioners agenda for Monday, November 25, 2002. If the bid specification is approved a notice will be placed in the November 27, 2002 and December 2, 2002 *Delaware Gazette*. The bid opening date is scheduled for December 20, 2002 at 10:00 a.m. in the Commissioners meeting room.

With no further business, Mr. Wuertz made a motion to adjourn the meeting; Mrs. Baker seconded the motion. Meeting adjourned.

Christine Shaw

Records Commission Secretary

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