



Delaware County

RECORDS CENTER

Delaware County Records Commission

Agenda

October 12, 1994

- I. Approve minutes from previous meeting
- II. Approve Schedule of Records Retention and Disposition
 - Auditor (change)
 - Emergency Communications (change)
 - Emergency Communications (add)
 - Sanitary Engineer (add)
 - Risk and Insurance
 - Personnel
- III. New Business
 - fee schedule
- IV. Old Business
 - purchase cost for a engineering camera vs. service to film
 - cost to repair Recordak model D
 - purchase cost for a roll duplicator vs. service to duplicate



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Minutes from the Delaware County Records Commission Meeting
of
October 12, 1994

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

Persons present: Roy Jackson, Betty Porter, Jon Peterson, Duncan Whitney, Kay Conklin, Brian Stanfill, Vicky Carey, Chrisitne Shaw

The March 9, 1994 meeting minutes were approved as written. Mr. Peterson made the motion. Ms. Porter seconded the motion.

Order of business: The following Schedule of Records Retention schedules were presented to the Records Commission:

Auditor	(Change & Addition)
Emergency Communications	(Change & Addition)
Sanitary Engineer	(Addition)
Risk & Insurance	
Personnel	

After some discussion, the forms were approved and signed by Mr. Jackson, chairman.

The Records Center has been ask by a number of departments within the County to begin microfilming projects. The departments are not within the general fund. To accommodate the departments a fee schedule will need to be established. Mr. Whitney made a motion to prepare two fee schedules; one for in-house projects and one for outside agencies. Mr. Peterson seconded the motion. Motion carried. It was also decided by the Commission to round the figures of the fee schedules to the nearest dollar. Mr. Peterson made a motion to adopt the present fee schedule for Human Services and to adjust as needed for the future. Mr. Whitney seconded the motion. Motion carried.

Mr. Whitney made the motion to have the County maps filmed as a service by an outside agency, rather than purchasing an engineering camera. Mr. Peterson seconded the motion. Motion carried.

Mr. Peterson made the motion for the Recordak model D camera be disposed of with the approval of the Records Commission. Mr. Whitney seconded the motion. Motion carried.

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Mr. Peterson made a motion that the staff of the Records Center prepare a cost sheet for Mr. Miller, attorney at Law for the purchase of microfilm rolls. Mr. Whitney seconded the motion. Motion carried. The cost sheet should include the following: the purchase of a roll film duplicator, the temporary staff to do the project, the wage of county personnel and material. The project should consider all security concerns for the County Recorder. The project guidelines will state that all moneys should be paid up front and that a reasonable time frame will be set by both parties. The guidelines will also state that the fee for the purchase of microfilm will be reviewed annually.

Mr. Peterson made a request that all corresponds, that would do harm to the Records Center be sent to each Commission member.

The Commission approved the purchase of a Microprinter 90 for the Probate Court.

The next Records Commission meeting date will be announced at a later date.

Mr. Peterson made a motion that the Records Commission meeting be adjourned. Mr. Whitney seconded the motion. Mr. Jackson adjourned the meeting.



Christine Shaw
Secretary