



Delaware County Records Commission

Delaware County Records Commission Agenda October 13, 2021

- I. Call to Order
- II. Review and potential approval of the minutes from the April 14, 2021 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
 - County Commissioners – Entire schedule updated
Current schedule updated November 18, 2010
 - Emergency Medical Services – Addition: 21-26
Current schedule dated November 20, 2019
 - General Schedule for all departments and agencies – 21-23 retention revised
Current schedule dated November 4, 2020
 - General Health District – Additions: PH 21-01a, PH 21-01b, PH 21-03a, PH 21-04b, PH 21-04a, PH 21-04b, PH 21-06a, PH 21-06b, PH 21-07a, PH 21-07b, PH 21-08a, PH 21-08b, PH 21-09a, PH 21-09b, PH 21-10a, PH 21-11a, PH 21-11b, PH 21-12a, PH 21-12b,

PH 21-13a, PH 21-13b, PH 21-14a, PH 21-14b, PH 21-15a, PH 21-15b, PH 21-16a, PH 21-16b, PH 21-17a, PH 21-17b, PH 21-18a, PH 21-18b, PH 21-19a, PH 21-19b, PH 21-20a, PH 21-20b, PH 21-21a, PH 21-21b, PH 21-22a, PH 21-22b

Current schedule updated April 8, 2015

- Regional Planning – 21-05 retention revised
Current schedule dated April 22, 2020

- Sanitary Engineer – 21-031 retention revised
Current schedule dated April 19, 2017

IV. Board of Elections Project

- See e-mail from Karla Herron, in regards to voter registration forms

V. Records Center Policy

VI. Health Department decided not to move forward with vault space at the Records Center

VII. Any other matters of concern for the Records Commission

VIII. Next meeting

- Establish a date and time for the next meeting

IX. Adjournment



Delaware County Records Commission

Delaware County Records Commission Regular Meeting of October 13, 2021

Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:00 a.m.

Commission members present: Commissioner Jeff Benton, Clerk of Courts Natalie Fravel, Donna Merrick for Recorder Melissa Jordan, Assistant Prosecuting Attorney Chris Betts for Prosecutor Melissa Schiffel and Auditor George Kaitsa.

Staff Present: Dawn Huston (Acting County Administrator/Deputy County Administrator/Director of Administrative Services), and Sharrie Doubikin (Lead Records Technician) for Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 14, 2021 regular meeting

Motion: Auditor Kaitsa moved to approve the April 14, 2021 meeting minutes as amended. The motion was seconded by Clerk Fravel. All present were in favor by voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. County Commissioner's
2. Emergency Medical Services
3. General Schedule for all departments and agencies
4. General Health District
5. Regional Planning
6. Sanitary Engineer

Motion: Auditor Kaitsa moved to approve the Records Retention and Disposition forms as submitted, seconded by Ms. Merrick. All present were in favor by a voice vote.

Motion carried.

Board of Elections Project

The Board of Elections office has asked the Records Center to convert paper voter registration forms to OnBase/Microfilm. The Ohio Secretary of State supports this process per Ohio Revised Code 9.01. After some discussion, Chris Betts recommended that ORC 9.01 be included with the meeting minutes.

Motion: Auditor Kaitsa moved to approve the Board of Elections Project. Seconded by Clerk Fravel.

Motion carried.

Records Center Policy

Dawn Huston, Acting County Administrator/Deputy County Administrator/Director of Administrative Services discussed how she and Chris worked with Aric Hochstettler on this policy. Dawn also discussed how the new Records Center Policy could presently benefit the Records Center and county departments that scan materials. Dawn discussed the current and proposed space at the Records Center and recommended approval of the policy.

Motion: Clerk Fravel moved to approve the Records Center Policy. Seconded by George Kaitsa

Motion carried.

Health Department

Dawn Huston, Acting County Administrator/Deputy County Administrator/Director of Administrative Services advised the Records Commission the Health Department did not want to move forward with any storage of birth records at the Delaware County Records Center.

Any other matters of concern for the Records Commission:

Auditor Kaitsa informed the Commission that he and Steve Lewis are working with Prosecutor Melissa Schiffel and Aric Hochstettler to come up with a policy as far as growth and storage of all county emails for the Data Center.

Next meeting April 13, 2022

10:00 a.m.

Historic Courthouse, 2nd floor conference room

Adjournment

Commissioner Benton moved to adjourn the meeting. The motion was seconded by Clerk Favel. The meeting was adjourned at 10:40 a.m.

Respectfully Submitted

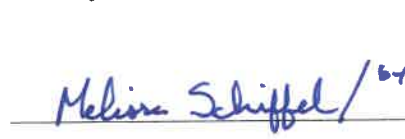



Sharrie Doubikin for Chris Shaw
Records Commission Secretary



Jeff Benton, Chairman
Board of Commissioners

Melissa Jordan, Recorder
County Recorder's Office

 / by 
Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office



Natalie Favel, Clerk
Court of Common Pleas



George Kaitsa, Auditor
County Auditor's Office