



Delaware County
RECORDS CENTER

Delaware County Records Commission
Agenda
October 16, 1992

- I. Approve minutes from previous meeting
- II. Approval of Schedule of Records Retention and Disposition
Orange Township
General Schedule for Offices & Agencies
Building Regulations
Human Services
Child Support Enforcement Agency
- III. Approval of Application For One-Time Records Disposal
Child Support Enforcement Agency
- IV. Discussion and Approval of Chapter 9 and Chapter 149 of the Ohio Revised Code
Discussion and Approval of Exiting Officials policy
- V. Any further matters of discussion

Adjourn



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Minutes From the Delaware County Records Commission Meeting
of
October 16, 1992

This meeting of the Delaware County Records Commission was held at the Delaware County Records Center and was presided over by Mr. Fay Parrott, chairman.

Persons present: Fay Parrott, Betty Porter, Dave Cannon, Brian Stanfill, Christine Shaw, Janis Crohen

Dave Cannon made the motion that the minutes from the July 14, 1992, meeting be accepted; Betty Porter seconded the motion, motion carried.

The first order of business: Ms. Shaw presented the Records Commission with one Application of One-Time Records Disposal from the Child Support Enforcement Agency. Each member present reviewed the forms. Ms. Porter made the motion to accept the forms; Mr. Cannon seconded the motion. Upon acceptance of the form, Mr. Parrott signed the form. The Commission was also presented with five Schedule of Records Retention and Disposition forms. The forms were from the following offices and Township; Building Regulations, Department of Human Services, Child Support Enforcement Agency, General Schedule for Offices and Agencies and Orange Township. Mr. Cannon made the motion that the forms be accepted; Ms. Porter seconded the motion. Upon acceptance Mr. Parrott signed each form.

An Exiting Officials policy was presented by Ms. Shaw. A number of elected officials will be leaving office as of January 1, 1993, which called for a policy to establish the records and material that should remain in the office. The motion was made by Ms. Porter to accept the policy according to the Ohio Revised Code as defined in Chapter 9 and Chapter 149, Mr. Cannon seconded the motion. Motion carried. The members of the Commission felt that all office holders should receive a copy of the policy to inform them that a policy has been established.

Other business: The varying Delaware County Townships have inquired about purchasing the Records Center cubic foot storage boxes. Ms. Shaw expressed this request to the Commission. She explained that the Records Center cost for a box is \$1.23. After some discussion the motion was made by Ms. Porter to sell the Records Center boxes to the Townships at a cost of \$1.50 per box. The motion was seconded by Mr. Cannon. Motion carried.

Ms. Porter made mention of the legislation that combines the Data Board, Microfilming Board and the Records Commission as one Board. Mr. Stanfill explained that combining the Boards and Commission may be the preference of the county at a later date.

Ms. Shaw expressed a concern that the Clerk of Courts office and the Juvenile Court office are not aware of the files that have been checked out of the Records Center for their respective offices. She introduced the idea that the two offices have a system of signing out the files in their offices so they would be aware of the location of that offices' files. She presented an example of a sign out sheet. Ms. Porter ask why their office had to report to the Records Center which files were out. Ms. Shaw explained that she is the keeper of the records when they are stored at the Records Center and she is trying to inform the office of the status of the files. She also explained to Ms. Porter that the Records Center staff is filming the Clerk of Courts files and to make sure the files get filmed in a timely matter they should be returned in a timely matter. It was suggested that the Records Center purchase sign out cards to place in the storage boxes or filing cabinets when a file is requested.

Ms. Shaw made the suggestion that the Records Center staff become deputies of the Court. She sited the following two examples of why this would be a good idea:

1. An elderly woman needed a certified copy from her divorce file. She went to the Clerk of Courts office. They explained that the file was located at the Records Center. She made the trip to the Records Center for a copy of the paper. Once she had received the copy she had to return to the Clerks office to have it certified. This situation was not very convenient for the woman due to the number of trips she had to make from the Court House to the Records Center.

2. The Probate Court and the Records Center are in the process of moving a number of their bigger volume books to the Records Center. The move of the volumes will alleviate the traffic of genealogists at the Probate office and guide them to the Records Center for their research needs. When genealogists are establishing their family history for an award, all copies of proof must be certified.


Ms. Porter objected to the idea of making the Records Center staff deputies of the Court. Mr. Stanfill suggested that he and Ms. Shaw talk with Judge Loudon concerning the Probate Records.*

Ms. Porter ask the status of the bid specs for the shredded material. Mr. Stanfill explained that the specs were still being reviewed by the Prosecutors office.

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

Mr. Cannon made the motion that the Records Commission meeting be adjourned. Ms. Porter seconded the motion.

The meeting was adjourned.


Christine Shaw
Records Commission Secretary

*Christine Shaw and Janis Crohen became Deputy Clerks of the Probate Court on October 26, 1992