



# Delaware County Records Commission

## Delaware County Records Commission

Agenda  
October 25, 2017

- I. Call to Order
- II. Review and potential approval of the minutes from the April 19, 2017 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - Board of Elections (Revised retention schedule)
  - Sheriff (Schedule # 17-0099 retention time changed, 17-0134, 17-0135 and 17-0136 added)
- IV. Any other matters of concern for the Records Commission
- V. Next Meeting  
Establish a date and time for the next meeting
- VI. Adjournment



## Delaware County Records Commission

### Delaware County Records Commission

Regular Meeting of October 25, 2017  
101 N. Sandusky Street, Delaware

#### Call To Order

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

Commission members present: Jeff Benton, George Kaitsa, Natalie Fravel, Aric Hochstettler for Carol Hamilton O'Brien and Rob Lectka for Melissa Jordan

Staff present: Jackie Tolonese (Dispatcher/Records, Sheriff's Office) and Christine Shaw (Records Coordinator, Records Center)

#### Approval of the minutes for the April 17, 2017 regular meeting

**Motion:** Mr. Kaitsa moved to approve the April 17, 2017 meeting minutes as submitted, seconded by Ms. Fravel. All present were in favor by a voice vote. Motion carried.

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

1. Board of Elections (Entire retention schedule revised)
2. Sheriff (Schedule number 17-0099 changed and 17-0134, 17-0135 and 17-0136 added)

**Motion:** Ms. Fravel moved to approve the Board of Elections Schedule of Records Retention and Disposition form as submitted, seconded by Mr. Kaitsa. All present were in favor by voice vote. Motion carried.

**Motion:** Mr. Kaitsa moved to approve the Sheriff's Schedule of Records Retention and Disposition form as submitted, seconded by Mr. Hochstettler. All present were in favor by voice vote. Motion carried.

**Any Other Matters of Concern for the Records Commission**

Ms. Shaw spoke on the progress of HB139. HB139 is an initiative lead by the CARMA Legislative Committee. The bill would amend part of the Ohio Revised Code. This amendment would allow access to previously closed historical records that are over 100 years old. Examples of these records would include adoptions, lunacy records, county home registers, children's home registers, and veteran's relief records.

Ms. Shaw provided an update on the Archives Crawl, a Records Center outreach event. The event is held in conjunction with National Archives month. The October occasion includes 13 repositories eager to show case their facility and educate crawlers on the history they maintain.

Mr. Kaitsa commented on a job well done regarding the Ohio Electronic Records Workshop held on October 6<sup>th</sup>. The workshop was hosted by the Records Center. The Ohio Electronic Records Committee (OERC) presented two sessions. Each session included tours of the Records Center and an explanation of the Center's operations. Ms. Fravel commented that the Clerk from Morrow County attended a session and was impressed with the training and the Records Center.

**Next Meeting**      April 18, 2018 - 10:00 a.m. - Commissioner's Office Conference Room B

**Adjournment**      Mr. Kaitsa moved to adjourn the meeting. Chairman Benton adjourned the meeting at 10:15 a.m.

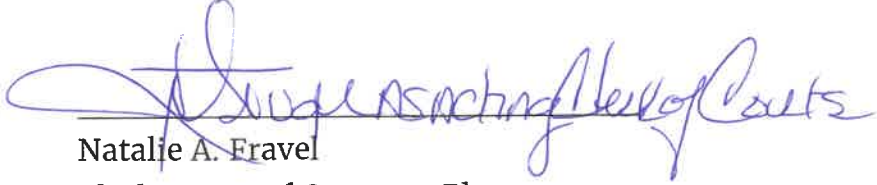
Respectfully submitted



Christine Shaw  
Records Commission Secretary



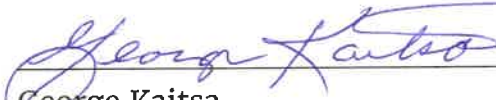
Jeff Benton, Chairman  
Board of Commissioners



Natalie A. Fravel  
Clerk, Court of Common Pleas

 FOR  


Melissa Jordan  
Recorder



George Kaitsa  
Auditor



Carol Hamilton O'Brien  
Prosecuting Attorney