



Delaware County Records Commission

Delaware County Records Commission

Agenda

October 26, 2022

- I. Call to Order
- II. Review and potential approval of the minutes from the April 13, 2022 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
 - Auditor
 - Common Pleas Court-General Division
 - Facilities Management
 - Information Technology
 - Sheriff
- 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 26, 2022

Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:01 a.m.

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

Staff Present: Dawn Huston (Deputy County Administrator, Commissioner's office) and Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 13, 2022 regular meeting

Motion: Auditor Kaitsa moved to approve the April 13, 2022 meeting minutes as written.

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. Auditor
2. Common Pleas Court – General Division
3. Facilities Management
4. Information Technology
5. Sheriff

Motion: Clerk Fravel moved to approve the Records Retention and Disposition forms as submitted, seconded by Mr. Betts. All present were in favor by a voice vote.

Motion carried.

Any other matters of concern for the Records Commission

None

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Next meeting April 12, 2023
10:00 a.m.
Historic Courthouse, 2nd floor conference room

Adjournment
Commissioner Benton adjourned the meeting at 10:10 a.m.

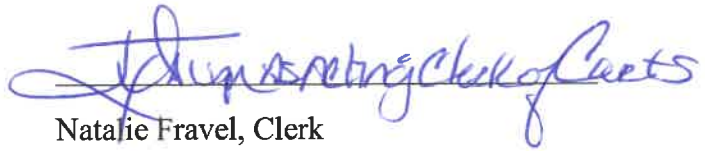
Respectfully Submitted



Chris Shaw
Records Commission Secretary



Jeff Benton, Chairman
Board of Commissioners



Natalie Fravel, Clerk
Court of Common Pleas



Melissa Jordan, Recorder
County Recorder's Office



George Kaitsa, Auditor
County Auditor's Office



for
Melissa A. Schiffel

Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office