

Delaware County
RECORDS CENTER



Delaware County Records Commission
Agenda
October 7, 1993

- I. Approve minutes from previous meeting
- II. Approval of Schedule of Records Retention and Disposition
Commissioners
Public Defender
Human Services (Addition)
Child Support (Addition)
Juvenile Court (Addition)
Auditor (Addition)
Treasurer (Addition)
- III. Discussion on whether Title Company's can purchase duplicate copies of microfilm.
- IV. Any further matters of discussion.

Adjourn



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Minutes from the Delaware County Records Commission Meeting
of
October 7, 1993

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

Persons present: Merlin Sheets, Jon Peterson, Sheryl Conant, Brian Stanfill, Christine Shaw, Janis Crohen

Merlin Sheets approved the minutes from the February 25, 1993.

The first order of business: Ms. Shaw present the Records Commission with seven Schedule of Records Retention and Disposition forms for the following offices: County Commissioners, Public Defender, Human Services (addition), Child Support (addition), Juvenile Court (addition), County Auditor (addition) and the County Treasurer (addition). Each member present reviewed the forms. Mr. Peterson made the motion that the forms be accepted; Ms. Conant seconded the motion. Motion carried. Upon acceptance Mr. Sheets signed each form.

Ms. Shaw explained that she has received a number of calls from various Title Companies asking to purchase microfilm of the County Recorders records. A cost sheet was presented that showed the cost for the Records Center to purchase a duplicate copy of microfilm from Bell & Howell. The cost sheet also presented quotes from Bell & Howell, Assured Micro Services and DataWorld for 35mm/16mm roll Duplicators. After some discussion Mr. Peterson explained that he feels the cost of the duplicator should be absorbed within the first three vendors who purchase the film. Mr. Peterson also expressed that the cost of labor should be included in the cost of a duplicate copy. All members present agreed that Mr. Duncan Whitney, County Prosecutor should explain the legalities of the situation before a decision could be made.

Mr. Stanfill presented a copy of a cost sheet for the services of microfilming that Ms. Shaw prepared as an estimate for the Delaware County City/County Health Department. All agreed that the estimate of \$3874.82 was an accurate quote.

Mr. Peterson suggested that future Records Commission meetings be held the second Wednesday of the month after the Data Board meetings. All agreed. Ms. Shaw is to contact Mr. David Lockhart when scheduling Records Commission meetings to get an approximate time for meetings. Mr. Stanfill is to contact Robin Moehring (Commissioners Secretary) for coverage of the Records Center during the Records Commission meetings.

Ms. Shaw noted that she and Mr. Sheets have received thank you notes from Ms. Elizabeth C. Blair, President of the Lorain County Commissioners thanking Delaware County for the tour of the Records Center on September 29, 1993. A tour of the Center for Clinton County will be given on October 27, 1993.

The next Records Commission meeting will be November 10, 1993 at 3:30 p.m. in the Commissioners hearing room.

Mr. Merlin Sheets adjourned the meeting.

Christine Shaw
Records Commission Secretary

Note Due to scheduling conflicts the Delaware County Records Commission meeting was rescheduled for December 15, 1993, at 3:30 p.m.