



Delaware County

# ADMINISTRATIVE SERVICES DIVISION

Lisa J. Iannotta, Director

HUMAN RESOURCES    RECORDS CENTER    DOG & KENNEL

## Delaware County Records Commission

Revised Agenda

October 8, 2009

- I. Call to Order
- II. Review and potential approval of the minutes from the March 5, 2009 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
  - a. Delaware General Health District (entire schedule revised)
  - b. Child Support Enforcement Agency (entire schedule revised)
  - c. Job and Family Services (additions to schedule)
  - d. Treasurer (change to one item)
  - e. Treasurer (addition of one item)
- IV. New Business
  - a. Records Manual
  - b. Resolution No. 09-01
- V. Old Business
- VI. Any other matters of concern to the Records Commission
- VII. Adjournment

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# Delaware County Records Commission

**Delaware County Records Commission**  
Regular Meeting of October 8, 2009  
County Commissioners Office - 101 N. Sandusky Street

## Call To Order

Chairman Tommy Thompson called the meeting of the Delaware County Records Commission to order at 10:05 a.m.

Commission members present: Jan Antonoplos, Andrew Brenner and George Kaitsa (Arrived at 10:25 a.m.) and Tommy Thompson

Official present: Jon Peterson (County Treasurer)

Staff present: Teri Scott (Executive Assistant, Prosecutor's office), Angela Thomas (Assistant Director, Job and Family Services), Joyce Rhoads (Director, Child Support Enforcement Agency) Adeana Gray (Assistant Director, Child Support Enforcement Agency), Robyn Davis (Board of Developmental Disabilities) and Christine Shaw (Records Coordinator)

## Approval of the minutes for the March 5, 2009 regular meeting

**Motion:** Mr. Brenner moved to approve the March 5, 2009 regular meeting minutes as submitted, seconded by Mrs. Antonoplos. The motion passed by a 5-0 vote.

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

1. Child Support Enforcement Agency (entire schedule revised)
2. Job and Family Services (additions to current schedule)
3. Treasurer (one change to current schedule)
4. Treasurer (one addition to current schedule)
5. General Health District (Vital Statistics)
6. General Health District (Personal Health)
7. General Health District (MIS)
8. General Health District (Management)
9. General Health District (Human Resources)
10. General Health District (Health Education)
11. General Health District (General)
12. General Health District (Fiscal)
13. General Health District (Environmental Health)
14. General Health District (WIC)

All General Health District schedules are entire schedule revisions.

**Motion:** Mrs. Antonoplos moved to approve all schedule of records retention and disposition forms as submitted, seconded by Mr. Brenner. The motion was approved by a 5-0 vote.

## New Business

### Records Procedures Manual

The Commission instructed Ms. Shaw to work with the Data Center to place the manual on the County Intranet. Once the manual is in place, Ms. Shaw shall send out an e-mail to all Elected Officials and Del-Co Managers asking them to review the manual and send any comments to Ms. Shaw within a two-week period. Ms. Shaw is to report the findings to the Commission at the next scheduled meeting.



# Delaware County Records Commission

Delaware County Records Commission  
Regular Meeting of October 8, 2009

## Resolution No. 09-01

**Motion:** Mr. Brenner made the motion to approve Resolution No. 09-01 as submitted, seconded by Mrs. Scott and approved by a 5-0 vote.

## Old Business

Chairman Thompson discussed the possibility of relocating the Records Center to the Frank B. Willis Building and the purchase of a new shredder for the Records Center. The following points were discussed:

1. Moving Prosecutor's boxes from the Hayes Building to the Willis Building will create more trips to the Willis Building for the Records Center and Prosecutor's staff. The Prosecutor's boxes need removed from the County Mailroom due to the renovations taking place at the Rutherford B. Hayes Building.
2. The Center has experienced sewage and water backups.
3. Parking congestion at 50 Channing Street.
4. Limited remaining space in the Records Center vault.
5. The current AMS300 industrial shredder met its life expectancy in 2006.

Chairman Thompson instructed Ms. Shaw to obtain estimated quotes for a darkroom, vault and the renovation of office space at the Willis Building. The information is to be e-mailed to Chairman Thompson within a month.

**Next Meeting** To be determined based on the quotes e-mailed to Chairman Thompson.

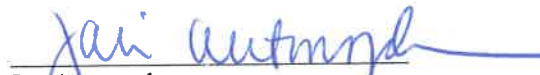
## Adjournment


With no further business, Mr. Brenner moved to adjourn the meeting, seconded by Mrs. Scott. Chairman Thompson adjourned the meeting at 10:35 a.m.

Respectfully submitted


  
Christine Shaw  
Records Commission Secretary

  
Tommy Thompson, Chairman  
President, Board of Commissioners

  
Jan Antonoplos  
Clerk, Court of Common Pleas

  
Andrew Brenner  
Recorder

  
George Kaitsa  
Auditor

  
David Yost  
Prosecuting Attorney