



## DELAWARE COUNTY RECORDS COMMISSION

### RESOLUTION NO. 09-01

#### IN THE MATTER OF ESTABLISHING GUIDELINES FOR THE RECORDS COMMISSION OFFICIALS ALTERNATE REPRESENTATION AND VOTING RIGHTS.

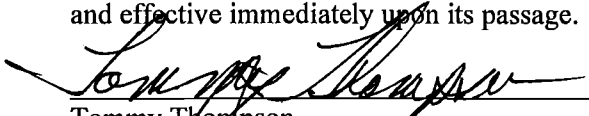
Per Ohio Revised Code 149.38 it is hereby created in each county a county records commission. The commission is composed of a member of the board of county commissioners as chairman, the prosecuting attorney, the auditor, the recorder and the clerk of the court of common pleas. The commission shall appoint a secretary who shall serve at the pleasure of the commission. The commission shall meet at least once every six months and upon the call of the chairman.

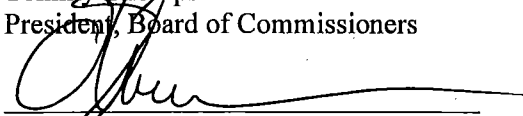
The function of the county records commission shall be to provide rules for retention and disposal of records of the county and to review applications for one time disposal of obsolete records and schedules of records retention and disposition submitted by county offices. The commission shall provide guidance and support to the county records center.

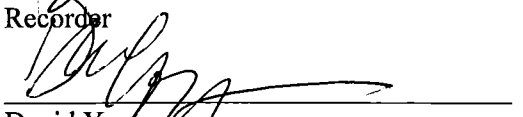
Due to demanding schedules and responsibilities of each official, attendance at a records commission meeting may be unfeasible. Therefore, each official may provide in writing to the records commission secretary an alternate that may attend in his or her absence. The alternate will have voting privileges.


Each records commission meeting shall have a majority of elected officials in attendance for a required quorum.

Resolution No. 09-01 is duly adopted on October 8, 2009. This resolution shall be in full force and effective immediately upon its passage.

  
Tommy Thompson  
President, Board of Commissioners

  
Andrew Brenner  
Recorder

  
David Yost  
Prosecuting Attorney

  
Jan Antonoplos  
Clerk, Court of Common Pleas

  
George Kaitso  
Auditor