



DELAWARE COUNTY RECORDS COMMISSION

RESOLUTION NO. 13-01

IN THE MATTER OF CLARIFYING THE GUIDELINES FOR THE PROCEDURES TO PROPERLY PREPARE MEDIA FOR STORAGE AND DESTRUCTION APPROVED AT THE SEPTEMBER 13, 2000 RECORDS COMMISSION MEETING

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 the need for clarity, the Records Commission supports and imposes the following update to the approved Records Management Manual and the guidelines to be followed at the Records Center. The guidelines will provide for efficient management procedures while ensuring safe environmental conditions. The update shall read:

Procedure for proper media storage

Labeling

1. Use a dark colored marker for labeling.
2. Print the name of the record series contents within the customer use end of the Records Center box. Do not write on the lid or outside of the space provided (see example). It is the responsibility of the department and agency staff to provide the correct required identifying information when labeling any type of media for storage.
3. Store only one series of information per box. The Center's staff spot checks the material before it is shredded. Improper disposal could lead to a civil action to recover a forfeiture in the amount of one thousand dollars for each violation, and to obtain an award of reasonable attorney's fees incurred by the person in the civil action (ORC 149.351).
4. When identifying any type of media use the same series description stated on the department/agency RC2 form (retention schedule). Example: Use the term Warrants (as listed on the RC2 form) instead of checks.

5. As a safeguard, identify the records retention schedule number with the series name in the Name Section on the storage box.
6. The Center is not able to store media that is not listed on a retention schedule or does not have a destruction date. This guideline prevents idle material taking up valuable storage space.
7. If material is to be scanned, it is required that the material be sent to the Center prepped and ready to be scanned. (Records Commission approved minutes, September 13, 2000). If this is not possible, the material will not be accepted for storage at the Center.
8. Cardboard boxes are not permissible in the Center's vault. If media is stored outside of a cabinet drawer, it must be stored in an alternative media storage container.
9. Do not over pack a box. Make sure you can comfortably slide your hand down into the front of the box. This process assists with prompt retrieval.

Procedure for transferring records to the Center for storage or destruction

Storage

1. Once the media is properly labeled and in Records Center boxes or alternative media storage containers, call or email a Records Center staff person with the number of boxes or explanation of the items needing storage. A work order will be placed by the Records Center staff person.

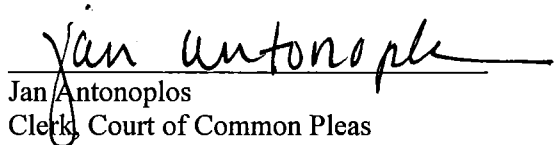
Destruction

1. An approved RC3 form (disposal form) must be sent to the Records Center prior to a work order being completed for any pick up.
2. Once a Records Center staff person obtains the approved RC3 form, the Records Center staff person will complete a work order for transport. This process aids in the bottleneck of material needing shredded.


Resolution No. 13-01 is duly adopted on December 11, 2013



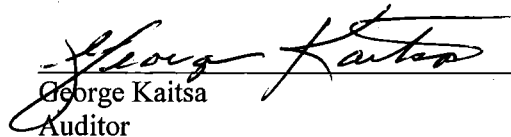
Gary Merrell
Commissioner
Chairman of the Records Commission



Jan Antonoplos
Clerk Court of Common Pleas



Melissa Jordan
Recorder



George Kaitsa
Auditor



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