

Delaware County

# RECORDS CENTER



Delaware County Records Commission  
Agenda  
September 13, 2000

- I. Approval of the minutes from May 15, 2000 meeting
- II. Approval of the Schedule of Records Retention and Disposition
  - Coroner (New)
  - Safety Department (New)
  - Auditor (Changes/Updates)
  - EMS (Update)
  - Veterans Services (Update)
- II. New Business
  - none
- III. Old Business
  - Mobil shelving in the Records Center vault
  - Review the final draft of the *Records Management Procedures Manual*
- IV. Any other matters of concern to the Records Commission

# RECORDS CENTER



Minutes from the Delaware County Records Commission  
meeting of  
September 13, 2000

The meeting of the Delaware County Records Commission was held at the Delaware County Auditors conference room, 91 North Sandusky Street, Delaware. The meeting location was moved due to renovation noise outside the Commissioners hearing room. The meeting was presided over by Mrs. Deborah Martin, chairman.

Persons present: Deborah Martin, Betty Porter, Shari Baker for David Yost, Kay Conklin, Christine Shaw

The May 15, 2000 minutes were approved as written. Mrs. Baker made a motion to accept the minutes, Mrs. Porter seconded the motion. Motion passed.

The approval of the following Schedule of Records and Retention Schedules:

- Coroner (new schedule)
- Safety Department (new schedule)
- Auditor (changes to the existing schedule)
- Auditor (additions to the existing schedule)
- EMS (revised previous schedule)
- Veterans Services (revised previous schedule)

Mrs. Martin made a motion to approve the schedules as presented. Motion passed.

New Business:

None

Old Business:

Ms. Shaw stated that the high density mobil shelving system in the Records Center vault has been completed. The system has doubled the capacity in the vault and was an ideal investment for the Center.

After little discussion the final version of the Records Management Procedures Manual was accepted. Ms. Shaw is to correct a few grammar and spelling errors, before the manual goes to press.

Ms. Shaw noted that on page 11 of the manual a storage fee was established for Delaware County political subdivisions. The Alpha Group of Delaware would be the only political subdivision that would be effected by the established fee. The Commission decided not to charge The Alpha Group at this time. However, it was noted when invoicing The Alpha Group for other services, to document that the cost of storage was included in the fee.

With no further business, Mrs. Porter made the motion to adjourn the meeting, Mrs. Baker seconded the motion. Meeting adjourned.

A handwritten signature in cursive script that reads "Christine Shaw".

Christine Shaw  
Records Commission Secretary