



Delaware County Records Commission

Delaware County Records Commission Agenda November 20, 2019

- I. Call to Order
- II. Review and potential approval of the minutes from the August 23, 2019 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
 - Emergency Communications
 - Emergency Medical Services
 - Human Resources
- IV. Any other matters of concern for the Records Commission
- V. Next Meeting
 - Establish a date and time for the next meeting
- VI. Adjournment



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Regular Meeting of November 20, 2019
101 N. Sandusky Street, Delaware, Conference Room B

Call To Order

The regular meeting of the Delaware County Records Commission was called to order at 10:01 a.m.

Commission members present: Jeff Benton, Natalie Fravel and Melissa Jordan

Staff present: Seiji Kille (Chief Deputy Auditor, Auditor's Office) for George Kaitsa, Dawn Huston (Deputy County Administrator/Director of Administrative Services, Administrative Services), Chris Betts (Civil Attorney, Prosecutor's Office) for Melissa Schiffel and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the August 23, 2019 regular meeting

Motion: Recorder Jordan moved to approve the August 23, 2019 meeting minutes as submitted, seconded by Mr. Kille. All present were in favor by a voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Emergency Communication
2. Emergency Medical Services
3. Human Resources

Motion: Mr. Betts moved to approve the Records Retention and Disposition forms as submitted, seconded by Recorder Jordan. All present were in favor by voice vote. Motion carried.

Project Updates:

Microfiche/Microfilm scanning project

Commissioner Benton ask how the project was advancing. Ms. Shaw explained that the Records Center staff began the project by scanning Probate microfiche. The Probate staff assists with the indexing of the project eight hours a week. If an intern is approved in the 2020 budget, the intern will be assigned to work on the project.

It was noted that the Clerk of Courts office is scanning their own microfiche.

Vault Expansion

A picture was passed around showing the Commission members the Gem Track system that was installed on the east wall of the vault.


Any Other Matters of Concern for the Records Commission

Commissioner Benton ask Ms. Shaw to explain the shared services initiative. The shared services initiative will reach out to Delaware County's villages and townships offering assistance with document management needs. The document management services are based on an established fee schedule that was approved in the Records Center 2019 Annual Work Plan. Ms. Shaw and Mr. Betts will be meeting to come up with a plan to best serve each village and township.

Next Meeting April 22, 2020
 10:00 am
 Commissioner's Conference Room B

Adjournment Recorder Jordan moved to adjourn the meeting. The motion was seconded by Clerk Fravel. The meeting was adjourned at 10:15 a.m.


Respectfully submitted



Christine Shaw
Records Commission Secretary



Jeff Benton, Chairman
Board of Commissioners



Natalie A. Fravel
Clerk, Court of Common Pleas



Melissa Jordan
Recorder



George Kaitsa
Auditor

Melissa A. Schiffel/CDB

Melissa Schiffel
Prosecuting Attorney