



Delaware County Records Commission

County Records Commission

Agenda

October 14, 2015

- I. Call to Order
- II. Review and potential approval of the minutes from the April 8, 2015 regular meeting
- III. RECINDING: Resolution 15-01: Establishing the Delaware County Records Commission as the Designated Records Commission for the Delaware County Metropolitan Housing Authority
- IV. Review and potential approval of the following Schedule of Records Retention and Disposition forms:
 - Auditor (Entire retention schedule revised)
 - General Health District (Assessment Planning and Education) (Entire retention schedule revised)
 - General Health District (Environmental Health) (Entire retention schedule revised)
- V. Any other matters of concern for the Records Commission
- VI. Next Meeting
Establish a date and time for the next meeting
- VII. Adjournment



Delaware County Records Commission

Delaware County Records Commission

Regular Meeting of October 14, 2015

Commissioner's meeting room, 101 N. Sandusky Street, Delaware

Call To Order

Prosecutor Carol Hamilton O'Brien called the meeting of the Delaware County Records Commission to order at 10:10 a.m.

Commission members present: Jan Antonoplos, Carol Hamilton O'Brien and Tony Frissora (Administrative Assistance, Auditor's office for George Kaisa)

Staff present: Dawn Huston (Assistant County Administrator and Director of Administrative Services, Administrative Services) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 8, 2015 regular meeting

Motion: Mrs. Antonoplos moved to approve the April 8, 2015 meeting minutes as submitted, seconded by Mr. Frissora. All present were in favor by voice vote. Motion carried.

Resolution No. 15-02: Rescinding Resolution 15-01: Establishing the Delaware County Records Commission as the Designated Records Commission for the Delaware County Metropolitan Housing Authority

Motion: Mrs. Antonoplos moved to rescind Resolution No. 15-01, seconded by Mr. Frissora. All present were in favor by voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Auditor (Entire retention schedule revised)
2. General Health District (Assessment Planning and Education) (Entire retention schedule revised)
3. General Health District (Environmental Health) (Entire retention schedule revised)

Motion: Mrs. Antonoplos moved to approve the Schedule of Records Retention and Disposition forms as submitted, seconded by Mr. Frissora. All present were in favor by voice vote. Motion carried.

Any Other Matters of Concern for the Records Commission

Ms. Shaw informed the Commission that Mrs. Antonoplos through the Clerk of Courts purchased two USCAN microfilm scanners and one workstation for the Records Center. The USCANS have the ability to scan images off of existing microfiche or microfilm. The scanned images will be imported into Onbase allowing for convenient retrieval and the ability to generate archival quality roll film.

The scanners should arrive any day. Training will include Records Center staff, Clerk of Courts staff and Probate/Juvenile Court staff.

Next Meeting April 6, 2016 - 10:00 a.m. – Commissioner's Office

Adjournment

Prosecutor Hamilton O' Brien adjourned the meeting at 10:18 a.m.



Delaware County Records Commission

Delaware County Records Commission
Regular Meeting of October 14, 2015
Page 2

Respectfully submitted

Handwritten signature of Christine Shaw in blue ink.

Christine Shaw
Records Commission Secretary

Handwritten signature of Jeff Benton in blue ink.

Jeff Benton, Chairman
Board of Commissioners

Handwritten signature of Jan Antonoplos in blue ink.

Jan Antonoplos
Clerk, Court of Common Pleas

Absent

Melissa Jordan
Recorder

Handwritten signature of George Kaitso in blue ink, with the word "Abstain" written in parentheses next to it.

George Kaitso
Auditor

Handwritten signature of Carol Hamilton O'Brien in blue ink, with "APA" written at the end.

Carol Hamilton O'Brien
Prosecuting Attorney