



Delaware County Records Commission

Delaware County Records Commission Agenda April 24, 2024

- I. Call to Order
- II. Review and potential approval of the minutes from the October 25, 2023 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
 - Board of Developmental Disabilities
 - Land Bank
 - Public Defender
- IV. Public Records Policy for Records Center – Draft
- V. Records Center upgraded web page
- VI. Book Scanner
- VII. United States Semiquincentennial (America 250-OH)
- VIII. Any other matters of concern for the Records Commission
- IX. Next Meeting
 - Establish a date and time for the next meeting
- X. Adjournment



Delaware County Records Commission

Delaware County Records Commission Regular Meeting of April 24, 2024

Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:00 a.m.

Commission members present: Commissioner Jeff Benton, Auditor George Kaitsa, Assistant Prosecuting Attorney Chris Betts for Prosecutor Melissa Schiffel and Teri Owens for Recorder Melissa Jordan

Staff Present: Chase Waits (Director of Communications and Community Engagement, Board of Developmental Disabilities) and Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the October 25, 2023 regular meeting

Motion: Auditor Kaitsa moved to approve the October 25, 2023 meeting minutes as written.

All present were in favor by voice vote.

Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Board of Developmental Disabilities
2. Land Bank
3. Public Defender

Motion: Auditor Kaitsa moved to approve the Records Retention and Disposition forms as submitted,

All present were in favor by a voice vote.

Motion carried.

Public Records Policy Draft for Records Center

Motion: Auditor Kaitsa moved to approve the Public Records Policy draft as submitted,

All present were in favor by a voice vote.

Motion carried.

Records Center Revised Web Page

Ms. Shaw updated the Commission members on the progress and features of the Records Center revised web page. The site will enable the public to retrieve certain County records online. The site will continue to be a work in progress as more documents become available online. It is estimated the site will go live within the next few months.

Discussion on the purchase of a Book Scanner for the Records Center

Motion: Auditor Kaitza moved that a book scanner be included in the Records Center 2025 budget. All present were in favor by a voice vote.
Motion carried.

United States Semiquincentennial (America 250-OH)

The Delaware County Commissioners approved a resolution supporting the America – 250 activities, at their April 4th meeting. Per the resolution, Ms. Shaw is to serve as a county liaison and point of contact for all local organizations, stakeholders and communities within Delaware County.

Any other matters of concern for the Records Commission

Commissioner Benton ask for an update regarding the assistance being provided to the townships for their records management needs. Ms. Shaw stated that once she meets with a township and provides guidance few township's request additional assistance. Ms. Shaw stated she continues to get ask if the County can store records for townships and villages.

Next meeting October 16, 2024

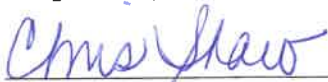
10:00 a.m.

Historic Courthouse, 2nd floor training room

Adjournment

Commissioner Benton adjourned the meeting at 10:25 a.m.

Respectfully Submitted

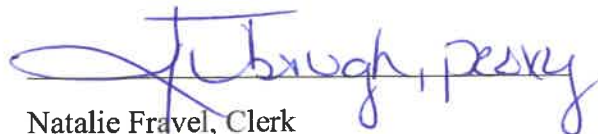


Chris Shaw

Records Commission Secretary

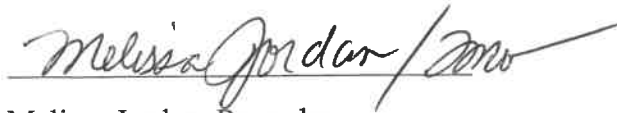


Jeff Benton, Chairman
Board of Commissioners



Natalie Fravel, Clerk
Court of Common Pleas

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Handwritten signature of Melissa Jordan in blue ink, written over a horizontal line.

Melissa Jordan, Recorder
County Recorder's Office

Handwritten signature of George Kaitso in blue ink, written over a horizontal line.

George Kaitso, Auditor
County Auditor's Office

Handwritten signature of Melissa Schiffel in blue ink, written over a horizontal line. The initials "CDB" are written in the upper right corner of the signature.

Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office