



# **Delaware County Records Commission**

## **Delaware County Records Commission**

### **Agenda**

**October 16, 2024**

- I. Call to Order**
- II. Review and potential approval of the minutes from the April 24, 2024 regular meeting**
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):**
  - Delaware Public Health District**
  - Job and Family Services**
  - Records Center**
  - Sheriff**
- IV. Records Center cost schedule**
- 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 16, 2024

### Call to Order

The regular meeting of the Delaware County Records Commission was called to order at 10:03 a.m.

Commission members present: Commissioner Jeff Benton, Auditor George Kaitsa, Assistant Prosecuting Attorney Chris Betts for Prosecutor Melissa Schiffel, Teri Owens for Recorder Melissa Jordan and Chief Deputy Jennifer Tubaugh for Clerk of Courts Natalie Fravel

Staff Present: Kelli Kincaid (Community Health Program Manager, Delaware Public Health District) Stephanie Stephens (Communications Supervisor, Sheriff's Office) Megan Hughes (Records Clerk, Sheriff's office), Lee Ann Forgrave (Assistant Prosecuting Attorney, Prosecutor's office) and Chris Shaw (Records Coordinator, Records Center)

### Approval of the minutes for the April 24, 2024 regular meeting

**Motion:** Auditor Kaitsa moved to approve the April 24, 2024 meeting minutes as written.

Motion seconded by Assistant Prosecuting Attorney Chris Betts.

All present were in favor by voice vote.

Motion carried.

### Approval of the following Schedule of Records Retention and Disposition forms

1. Delaware Public Health District
2. Job and Family Services
3. Records Center
4. Sheriff

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

Motion seconded by Assistant Prosecuting Attorney Chris Betts.

All present were in favor by a voice vote.

Motion carried.

**Records Center cost schedule**

**Motion:** Auditor Kaitsa moved to approve the cost schedule as submitted,  
Motion seconded by Assistant Prosecuting Attorney Chris Betts.  
All present were in favor by a voice vote.  
Motion carried.

**Any other matters of concern for the Records Commission**

Ms. Shaw stated that she is still getting requests from Townships, Villages and other County entintes requesting storage space at the Records Center. After some discuission, it was decided to put together a draft of a Shared Services agreement. The Commission was open to scheduling a meeting before April to review and discuss the draft.

**Next meeting** April 16, 2025

10:00 a.m.

Carnegie Building, 101 N. Sandusky Street

Large Conference Room (Former Commissioner's Hearing Room)

**Adjournment**

Commissioner Benton adjourned the meeting at 10:24 a.m.

Respectfully Submitted



Chris Shaw

Records Commission Secretary



Jeff Benton, Chairman

Board of Commissioners

Natalie Fravel, Clerk

Court of Common Pleas



Melissa Jordan, Recorder

County Recorder's Office



George Kaitsa, Auditor

County Auditor's Office



Melissa Schiffel, Prosecuting Attorney

County Prosecutor's Office



# 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 Kaitsa 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 4<sup>th</sup> 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, 2<sup>nd</sup> floor training room

**Adjournment**

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

Respectfully Submitted

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Chris Shaw  
Records Commission Secretary

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Jeff Benton, Chairman  
Board of Commissioners

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Natalie Fravel, Clerk  
Court of Common Pleas

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Melissa Jordan, Recorder  
County Recorder's Office

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George Kaitsa, Auditor  
County Auditor's Office

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Melissa Schiffel, Prosecuting Attorney  
County Prosecutor's Office