



Delaware County Records Commission

Delaware County Records Commission Regular Meeting of October 15, 2025

Call to Order

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

Commission members present: Commissioner Jeff Benton, Auditor George Kaitza, Clerk of Courts Natalie Fravel, Assistant Prosecuting Attorney Lee Ann Forgrave for Prosecutor Melissa Schiffel and Office Administrator Teri Owens for Recorder Melissa Jordan

Staff Present: Dawn Huston (Deputy County Administrator/Director, Administrative Services)
Chris Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 16, 2025 regular meeting

Motion: Clerk Fravel moved to approve the April 16, 2025 meeting minutes as written.

Motion seconded by Ms. Owens.

All present were in favor by voice vote.

Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Coroner
2. Delaware Public Health District
3. Emergency Medical Services
4. Recorder
5. Treasurer

Motion: Ms. Owens moved to approve the Records Retention and Disposition forms as submitted,

Motion seconded by Clerk Fravel.

All present were in favor by a voice vote.

Motion carried.

Law Enforcement Records Symposium

The Sheriff's Office and the Records Center have partnered to host a Records Symposium on Law Enforcement records. The event will take place on October 29, 2025 at the Sheriff's Office,

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1776 SR 521, Delaware. Vince Villio with the County Prosecutor's office will be the facilitator. 83 RSVPs have been received with a registration deadline of October 22nd.

The full schedule:

9-9:30 Check-in plus Coffee & Donuts

9:30 – 12:30 Symposium

12:30-1:30 Independent Lunch

1:30-3:30 CARMA Fall meeting

Any other matters of concern for the Records Commission

Commissioner Benton requested an update on the Berlin Township project. Ms. Shaw met with Aubrey Hale, Township Administrator, Jesse Oeden, Roads Superintendent and Levi with the Zoning Department on May 1, 2025. At that time, Ms. Hale stated that Berlin Township was in the process of migrating to the County servers. Berlin Township would like the Records Center to scan the township material with the ability to view the material within their offices. Ms. Shaw left a message with IT and will follow up with Ms. Hale.

Commissioner Benton requested an update on America 250. Ms. Shaw stated the committee has obtained two new members and the planning should be advancing.

Next meeting April 15, 2026

10:00 a.m.

Historic Courthouse

91 N. Sandusky Street

Executive Session Room, 2nd floor

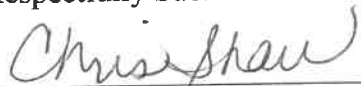
Adjournment

Auditor Kaitsa moved to adjourn the meeting.

Motion seconded by Ms. Owens.

Commissioner Benton adjourned the meeting at 10:19 a.m.

Respectfully Submitted



Chris Shaw

Records Commission Secretary

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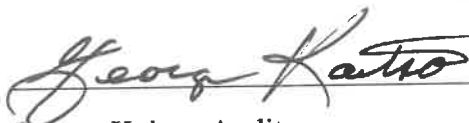
Jeff Benton, Chairman
Board of Commissioners



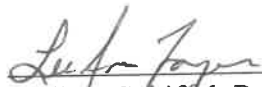
Natalie Fravel, Clerk
Court of Common Pleas



Melissa Jordan, Recorder
County Recorder's Office



George Kaitsa, Auditor
County Auditor's Office



Melissa Schiffel, Prosecuting Attorney
County Prosecutor's Office