



Delaware County  
**RECORDS CENTER**

Minutes From the Delaware County Records Commission

April 26, 1991

This meeting of the Delaware County Records Commission was held in the County Commissioners Hearing Room and was presided over by Roy Jackson, chairman.

Members present: Roy Jackson, Kay Conklin, Jon Peterson, Darrin Ebbert

The first order of business: Mr. Ebbert presented to the Records Commission, seven updated retention schedules needing approval and signatures before being sent down to the Ohio Historical Society. Each member present at the time reviewed the retention schedules and each, having been approved, were signed by Records Chairman, Roy Jackson.

Mr. Peterson discussed his concerns with getting rid of any of his materials without it first being microfilmed by reading an article based on another case pending in Franklin County concerning the Franklin County Auditor.

The future of county microfilming was discussed and Mr. Ebbert stated that it would be a while before the County was ready to begin any full scale microfilming services. For the first year at least, he stated, the microfilming would have to most likely be done "out-of-house", but only through a vendor or company who could ensure archival quality microfilm.

Kay Conklin expressed a concern that her microfilming needed to be done soon and should stay within close proximity to her office since much of the microfilming to be done for the Recorder's Office was current within the last year and so the attorneys and other visitors who use the materials daily could still have easy access to it. She also expressed concern over whether or not she would be returned the money she had given to the county from her budget to have a microfilming vendor come to her office to microfilm since the County would not even be moved into the new building until late July/early August.

In matters of old business, the metal one-handle woodruff file box drawers which housed the Clerk of Courts case files dating back to mid-19th century were removed, boxed and shelved for the purpose of more space, breathing room and easier transport to the new Records center when the time comes to move.

Equipment that Mr. Ebbert is contemplating purchasing for the new Records Center includes a heavy duty shredder, three or four microfilm/microfiche readers, one microfilm/microfiche reader-printer, one planetary camera, one copying machine, and several file cabinets for storage of microfilm. 12 new units of storage shelving have already been ordered.

In conclusion it was decided that a tour of the new Records center facility would be scheduled to be taken by the Records commission sometime in July near its completion.

Darrin L. Ebbert

Records Commission Secretary

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