



Delaware County
RECORDS CENTER

**Delaware County Records Commission
Agenda
November 8, 1991**

- 2:00 PM Approve Minutes from Previous Meeting
- 2:15 PM Approval of Records Retention Schedules
- 2:30 PM Discussion on Procedures to be Adopted by Records Commission
- 3:00 PM Any Further Matters of Discussion
- Adjourn For a Tour of the Records Center



Delaware County RECORDS CENTER

Minutes From the Delaware County Records Commission Meeting
of
November 8, 1991

This meeting of the Delaware County Records Commission was held at the Records Center and was presided over by Roy Jackson, Chairman. Members present were Betty Porter, Kay Conklin, David Cannon, and Brian Stanfill. Cindy Fairbrother and Chris Shaw attended in their capacities as Records Clerks.

Roy Jackson asked Kay Conklin to confirm her presence at the June 27, 1991 Records Commission Meeting in order that the minutes of that meeting can be corrected and approved.

He also requested approval for the resignation of Darrin Ebbert, former Records Commission Secretary. Chris Shaw and Cindy Fairbrother were appointed jointly as Secretaries to the Records Commission

A retention schedule from Veterans' Services was considered for approval but was held for further consideration of retention periods and budgeting categories.

A discussion of records, such as telephone messages and notes, that need to be retained took place along with a mention of the county departments that keep their own records.

Roy Jackson noted that another commissioner will be taking his place at the next meeting and will need to be apprised of the proceedings of this one.

Kay Conklin said she has computer printouts in her office that need to be destroyed, and Brian suggested they be taken to the recycling center by the maintenance staff.

Betty Porter made a motion to accept the Delaware County Records Management Manual together with the 1991 Delaware County Record Center Procedures and Guidelines.

Brian Stanfill proposed a presentation seminar for county office workers, and Betty Porter suggested its augmentation with individual instruction sessions.

Brian reminded that we are hosting a joint meeting of the Delaware County Historical and Genealogical Societies in March, the exact date to be decided by them.

Betty Porter proposed quarterly meetings for the Records Commission, the next of which will take place on February 13, 1992, when further meeting dates will be decided.

Roy Jackson brought the meeting to a close.

Cindy Fairbrother Chris Shaw
Records Commission Secretaries

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