



Delaware County Records Commission

Delaware County Records Commission Agenda August 23, 2019

- I. Call to Order
- II. Review and potential approval of the minutes from the October 19, 2018 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition form (RC2):
 - Common Pleas Court- Judge Gormley
- IV. Project Updates
 - Imagelink 9600 Archive Writer software rewrite
 - CHL Backlog
 - Microfiche/Microfilm scanning project
 - Vault Expansion
- 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 August 23, 2019
101 N. Sandusky Street, Delaware, Conference Room B

Call To Order

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

Commission members present: Jeff Benton, Natalie Fravel, Melissa Schiffel and Melissa Jordan

Staff present: Seiji Kille (Chief Deputy Auditor, Auditor's Office) for George Kaitsa, Brad Lutz (Director of Business Operations and Financial Management, Commissioner's Office), Chris Betts (Civil Attorney, Prosecutor's Office) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the October 19, 2018 regular meeting

Motion: Recorder Jordan moved to approve the October 19, 2018 meeting minutes as submitted, seconded by Mr. Kille. All present were in favor by a voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Common Pleas Court – Judge Gormley (Retention period for Stenography Notes)

Motion: Recorder Jordan moved to approve the Records Retention and Disposition form as submitted, seconded by Clerk Fravel. All present were in favor by voice vote. Motion carried.

Project Updates:

Imagelink 9600 Archive Writer software rewrite

Progress has been made within all areas of this project. Jason Montgomery with the IT Department has been a tremendous help. The Concealed Handgun License backlog scanning project for the Sheriff's Office has been completed. By completing the project in-house, the Sheriff's Office saved approximately \$12,000. The project involved roughly 96,000 images being scanned, indexed and sent to microfilm.

Microfiche/Microfilm scanning project

Carly Swagler was hired on May 20, 2019 to work on the project at the Records Center. Jamie Davenport did a good job with the initial setup of the equipment with vendor World Micrographics. The Records Center staff began the project by scanning Probate microfiche. The Probate staff assists with the indexing of the project eight hours a week.

Clerk Fravel informed the Commission that the project is going well within the Clerk of Courts office. She is very satisfied with the service provided by Bill DeBolt of World Micrographics.

Vault Expansion

A request for three bids was completed. With the help of Randy Ormeroid, it was determined that Indoff Dayton provided the best bid. The Gemtrac system was ordered and should arrive at the vendor's warehouse on or about September 3rd. The vendor will contact Ms. Shaw once the system has arrived to establish an install date. The Center's vault will gain 5600 additional spaces, which should last approximately 14 years at the current production rate.

The 2019 budget allowed for \$40,000 for the vault expansion project. The project will cost \$38,000.

Any Other Matters of Concern for the Records Commission

Commissioner Benton ask when the shared services initiative was going to begin. The shared services initiative will reach out to Delaware County's villages and townships offering assistance with document management needs. The document management services are based on an established fee schedule that was approved in the Records Center 2019 Annual Work Plan. Ms. Shaw stated that she was going to contact the villages and townships after the first of the year. Mr. Kille suggested reaching out to the townships that already are provided County IT services. Prosecutor Schiffel recommended that Ms. Shaw team up with the Prosecutor's office to help emphasize the importance of proper records management to the villages and townships. Ms. Shaw is to contact Mr. Betts after the first of the year to move the project forward. Other entities to reach out to include the Fair Board and Board of Developmental Disabilities. Ms. Shaw stated that the Records Center staff has provided records management assistance to the Board of Developmental Disabilities for a number of years.

