

Delaware County

RECORDS CENTER



Delaware County Records Commission
Agenda
December 18, 2001

- I. Approval of the minutes from the March 21, 2001 meeting
- II. Approval of the Schedule of Records Retention and Disposition:
 - Jobs and Family Services (changes)
 - Jobs and Family Services (addition)
 - Personnel (additions)
 - Clerk of Courts (Schedule of Records Retention and Disposition-Legal Division concerning Supreme Court Rule 26)
 - Clerk of Courts (Schedule of Records Retention and Disposition–Title Division concerning Supreme Court Rule 26)
- III. New Business
 - None
- IV. Old Business
 - Update on the Imaging Project
- V. Any other matters of concern to the Records Commission

New Business:

Ms. Porter requested that Ms. Shaw explain the inquiry made by Michael Benson of the Genealogical Society of Utah (hereafter called the Society). Mr. Benson is a local field supervisor for the Society. Ms. Shaw explained that approximately two weeks ago, Mr. Benson visited the Records Center inquiring about the Clerk of Courts records that date back to 1808. The Court records are in packets and are stored in Records Center boxes at the Center. Mr. Benson would like to bring in staff from the Society to prepare and microfilm the court records. The microfilm would meet all archival standards. The service would be at no cost to the County and the County would receive a roll of the microfilmed records. Once the microfilm was obtained the County could destroy or donate the hard copy records to the Delaware County Historical Society or the Ohio Historical Society. The elimination of the hard copy records would provide space for approximately 200 boxes at the Center. The Commission agreed that Ms. Porter should contact Mr. Benson and forward a copy of the contract to the Prosecutors office for review.

Old Business:

Ms. Shaw explained that the imaging project is still being researched. On April 12, 2001, Steve Lewis, Kevin Williams and Christine Shaw visited the Butler County Records Center. There were two main concerns stemming from the visit, the first being that the Butler County Records Center has their own data support person. This has caused incompatibility among the systems used at the Center and other county departments. The second concern was the fact that once an item was filmed, the Center has trouble retrieving the material.

Ms. Shaw also explained that she visited Montgomery County on October 30, 2001 as part of a CARMA meeting. Montgomery County has purchased and is waiting on the installation of a record management software program that was purchased from Assured Micro-Services. The program is listed on a state purchasing contract. Montgomery was waiting on the hardware to arrive on October 30, therefore there was no demonstration.

The next step for Delaware County is for Ms. Shaw to arrange a meeting with four companies. The companies would tour the Center and ask questions. Ms. Shaw would be responsible for writing down the questions and proving each vendor with the same set of questions and responses. It would be explained to each vendor that the County would like to image for retrieval purpose, microfilm for historical purposes and be Web enabled. Each interested vendor would then be invited to provide a recommendation and a proposal for Delaware County. The vendors that will be ask to participate are:

1. Assured Micro-Services
2. Edison Information Solutions

3. Stellent (formally Intranet Solutions)
4. Casnet.

It was noted that all of the companies are from Ohio except Stellent, which is based out of Minnesota.

With no further business, Ms. Porter made the motion to adjourn the meeting, Mrs. Conklin seconded the motion. Meeting adjourned.



Christine Shaw
Records Commission Secretary