



Delaware County

RECORDS CENTER

Delaware County Records Commission

Agenda

February 4, 2003

- I. Approval of the minutes from the November 20, 2002 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Auditor (addition)
- II. New Business:
 - Review of the established shredder policy – request of the City of Delaware
- III. Old Business:
 - Update on the Document Management project
- IV. Any other matters of concern to the Records Commission

Delaware County Records Center, 50 Channing Street, Delaware, Ohio 43015

(740) 833-2140

(740) 548-7313

FAX: (740) 833-2139



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Minutes from the Delaware County Records Commission
Meeting of
February 4, 2003

The meeting of the Delaware County Records Commission was held in the Hayes Building, 140 North Sandusky Street, third floor conference room, Delaware. Mr. James Ward, chairman called the meeting to order.

Persons present: Mr. James Ward, Mrs. Shari Baker, Mrs. Jan Antonoplos, Mrs. Melissa Stevens and Ms. Christine Shaw

The November 20, 2002 minutes were approved as written.

The approval of the following Schedule of Records and Retention Schedules:

- Auditor (update)

The Schedule of Records and Retention form was approved as written. Mrs. Baker made the motion to accept the form; Mrs. Antonoplos seconded the motion. Motion passed.

Old Business:

Ms. Shaw explained the progress of the Document Imaging bid proposals. The top two proposals were from 3SG and ACS. Ms. Shaw explained the review committee for the proposals consisted of Steve Lewis, Kevin Williams, Jim Ward and Chris Shaw. Ms. Shaw explained that a meeting was held on Thursday, January 30th with ACS and another meeting was held on Friday, January 31st with 3SG. Both meetings were held at the Records Center. Mrs. Antonoplos explained that the Clerk of Courts office was excited to get the project off of the ground. There was a discussion amongst the members to take note to what vendor is more compatible by the work they have performed for other counties and the ability of a company to be available to provide good service. Ms. Shaw also explained that the review committee was working to establish dates to visit on site operations for ACS and 3SG. If any member would like to be a part of the on site visits they were to contact Ms. Shaw. Mrs. Antonoplos and Mrs. Baker took the two proposals for review.

Delaware County Records Commission
Meeting minutes for
February 4, 2003
Page 2

New Business:

Ms. Shaw explained that Ms. Jacqueline Sobas, Assistant to the City Manager requested that the Commission review the possibility of the City using the County's shredder. The request lead to a discussion amongst the members concerning the manpower to operate the machine, the liability, the age of the equipment and repair costs. The age of the equipment and the liability became the two factors that brought the commission to an unanimous opinion to hesitate to make any arrangements at this time to share the equipment. The Commission expressed that any additional dialog regarding the possible joint purchase of a new shredder would be welcome. Mrs. Antonoplos offered to draft a letter stating the Commission decision. The letter would be forwarded to Ms. Shaw for the Prosecutors review and distribution. Mrs. Antonoplos made the motion to proceed with the letter; Mrs. Baker seconded the motion. Motion passed.

The Commission decided to continue to schedule Records Commission meetings following the Data Board meetings. The Data Board meets the first Tuesday of each month.

With the further business, Mrs. Antonoplos made a motion to adjourn the meeting; Mrs. Baker seconded the motion. Motion passed.



Christine Shaw
Records Commission Secretary