



Delaware County

# RECORDS CENTER

50 Channing Street, Delaware, Ohio 43015  
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## Delaware County Records Commission Agenda February 27, 2006

- I. Approval of the minutes from the June 15, 2005 meeting
- II. Review and approval of the Records Retention and Disposition
  - Health District
    - Changes and additions to current retention schedule
- III. New Business:
  - Discussing the location and storage capacity of the current Records Center
    - Andrew Brenner
  - Inflow of the storage boxes at the Center
    - First come vs. reserved space for individual offices/departments
- IV. Old Business:
  - Document Management project
    - Progress of the image review
    - New instance
- V. Any other concerns for the Records Commission



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Minutes from the Delaware County Records Commission  
Meeting of  
February 27, 2006

The meeting of the Delaware County Records Commission was held in the Commissioners Conference Room B, 101 North Sandusky Street, Delaware, Ohio. Mr. James Ward, chairman called the meeting to order.

Persons present: James Ward, Todd Hanks, Andrew Brenner, Terri Scott, Kevin Williams and Christine Shaw

The June 15, 2005 minutes were approved as written. Mr. Brenner made the motion; Mr. Hanks seconded the motion. Motion passed. Upon approval each Commission member present signed the minutes.

The approval of the following Schedule of Records Retention forms:

- Health Department (revised)

The revisions were approved as presented.

**New Business:**

Mr. Brenner brought up the idea of including a new Records Center in the proposed Courts Building plan. After some discussion it was decided that the cost would be too expensive per square foot.

The current box storage capacity for the current Center was discussed. Ms. Shaw explained that the current storage capacity is not being used to the fullest extent. Ms. Shaw further explained how the boxes are continually being rearranged for retrieval purposes and that a box bar coding system would eliminate the need to frequently rearrange the boxes as well as improve the box security at the Center. Mr. Hanks called Mr. Steve Lewis of the Data Center into the meeting. After some discussion Mr. Lewis stated that an internal system could be generated relatively soon. Any type of bar coding system related to the Onbase software would take some research. A hand held scanner and printer were also discussed for efficiency. An estimated cost for the internal system would range from \$300.00 to \$500.00 plus the time of the Data Center staff. Mr. Hanks stated that Mr. Williams and Ms. Shaw should speak directly with Mr. Lewis on the project.

Old Business:

After some discuss the Commission decided to move forward with the instance. The material scanned by 3SG will be placed in off site storage. Mr. Williams is to communicate with Archives One, a state term long-term storage facility. Ms. Shaw is to contact Results Engineering to obtain a cost to complete the instance.

Mr. Brenner noted that he has been researching federal grants to assist with archiving historical material. Mr. Brenner will forward the information to Mr. Williams and Ms. Shaw to research the possibility of a grant assisting with backlog scanning.


Mr. Brenner stated that he is visiting Butler County on March 21, 2006 to view their e-filing system. He invited the Commission to attend.

The next Records Commission meeting will be March 28, 2006 at 2:00 p.m. The meeting will be held in Commissioners Conference Room B.

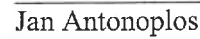
With no further business, Mr. Ward adjourned the meeting.




Christine Shaw  
Records Commission Secretary



James Ward, chairman  
President, Board of Commissioners



Jan Antonoplos  
Clerk of Courts



Andrew Brenner  
Recorder



Todd Hanks  
Auditor



David Yost  
Prosecuting Attorney

WILLIAM J. OWEN  
FIRST ASSISTANT

CHRISTOPHER D. BETTS  
FRANK P. DARR  
CANDACE C. GARRETT



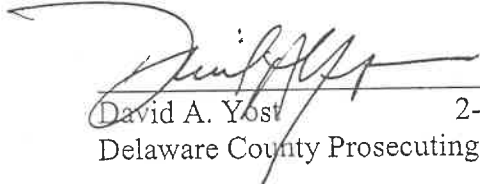
THAYNE D. GRAY  
MARIANNE T. HEMMETER  
LEAH J. SELLERS  
ALISON M. SKINNER  
ROBERT F. VICK

## DAVE YOST

DELAWARE COUNTY PROSECUTING ATTORNEY

### IN THE MATTER OF DESIGNATING A VOTING MEMBER TO THE DELAWARE COUNTY RECORDS COMMISSION

I, David A. Yost, being the duly appointed Delaware County Prosecutor, hereby designate Terri Scott to act in my stead for all purposes relating to the Delaware County Records Commission, until such time as she is no longer employed by the Prosecuting Attorney's office, or this appointment is revoked in writing.

  
David A. Yost      2-3-04  
Delaware County Prosecuting Attorney