



Delaware County

RECORDS CENTER

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Delaware County Records Commission
Agenda
June 15, 2005

- I. Approval of the minutes from the May 4, 2005 meeting
- II. Approval of the Schedule of Records Retention and Disposition:
 - None
- III. New Business:
 - None
- IV. Old Business:
 - Update on mobile shelving project
 - Update on the imaging project
 - Progress of the image and indexing review
- V. Any other concerns for the Records Commission



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Minutes from the Delaware County Records Commission
Meeting of
June 15, 2005

The meeting of the Delaware County Records Commission was held in the Commissioners Meeting Room, 101 North Sandusky Street, Delaware, Ohio. Mr. Kristopher Jordan, chairman called the meeting to order.

Persons present: Kristopher Jordan, Todd Hanks, Andrew Brenner, Jan Antonoplos, David Yost, Letha George, Dave Cannon, Kevin Williams and Christine Shaw

The May 4, 2005 minutes were approved as written. Mr. Hanks made the motion; Mrs. Antonoplos seconded the motion. Motion passed. Upon approval each Commission member present signed the minutes.

The approval of the following Schedule of Records Retention forms:
None

New Business:

Ms. Shaw presented the Commission the Eastman Kodak plaque awarded to the Records Center. The Center is a member of the Kodak Microfilm Processing Program. The award is for processing performed to specified professional standards.

Old Business:

Ms. Shaw informed the Commission that the mobile shelving for the Center has been ordered and the tentative install date with Mid-Ohio Business is July 5, 2005. Ms. Shaw has been working with the Maintenance Department to prepare the room for the install.

Mr. Jordan asks the office holders the progress of the review of the backlog images scanned by 3SG. Mr. Hanks commented that the process is very slow. Mr. Yost stated that he has not been able to review any of the images. Mrs. Antonoplos stated that her office has reviewed the images and is okay with the work. Mr. Cannon ask Mrs. Antonoplos if she would agree to sign a destruction sheet for the material scanned by 3SG. Mr. Cannon commented that the Commissioners Journals have duplicate scans however the Journals are a different situation than the other departments/offices material. The Commissioners Journals will not be destroyed due to the historical value of the Journals while the other departments/offices material will be destroyed upon approval of the office holder. Mr. Cannon stated that Delaware County is withholding 10% of payment to 3SG until



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the scans are inspected. Mr. Yost proposed that all of the office holders have until June 24, 2005 to reply back to Mr. Cannon on whether the scans are acceptable or give up the right of inspecting the images. Mr. Hanks agreed. Mr. Jordan requested that he and Ms. Shaw be notified of the responses.

Mr. Cannon noted that Jobs and Family Services are looking at a vendor for scanning. The concern is that there may be duplicate purchases or overlapping services of what the County is already providing with the existing Onbase investment. The request will be going before the Data Board.

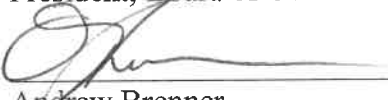
The Commission was reminded of the Lucas County trip that will take place the next day. Everyone is welcome to attend and should be at the East parking lot behind the Hayes Building at 8:00 a.m.

With no further business, Mrs. Antonoplos made the motion to adjourn the meeting; Mr. Hanks seconded the motion. Meeting adjourned.




Christine Shaw
Records Commission Secretary

Not present


Kristopher Jordan, chairman
President, Board of Commissioners


Andrew Brenner
Recorder



David Yost
Prosecuting Attorney

Not present

Jan Antonoplos
Clerk of Courts


Todd Hanks
Auditor