



Delaware County

# RECORDS CENTER

Delaware County Records Commission  
Agenda  
June 17, 2004

I. Approval of the minutes from the May 6, 2004 meeting

II. New Business:

- None

III. Old Business:

- Resolution 04-01
- Imaging project update
- Options for county storage space



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Minutes from the Delaware County Records Commission  
Meeting of  
June 17, 2004

The meeting of the Delaware County Records Commission was held in the County Commissioners Meeting Room B, 101 N. Sandusky Street, Delaware. Mrs. Deborah Martin, chairman called the meeting to order.

Persons present: Deborah Martin, Jan Antonoplos, Todd Hanks, Dave Yost, Jackie Chaffin for Kay Conklin, Kevin Williams and Christine Shaw.

The May 6, 2004 minutes were approved as written. Mrs. Antonoplos made the motion; Mr. Hanks seconded the motion. Motion passed.

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

- None

New Business:

- None

Old Business:

Space Allotment

Ms. Shaw asks for a recommendation from the Records Commission to proceed with the allotment of space for the Prosecutors office in the controlled environment at the Center. Mr. Yost explained that the Prosecutors office does not need to keep civil files and juvenile files in the controlled environment. Mr. Yost noted that civil cases can be prepped and scanned immediately, juvenile files can be scanned and the hard copy retained for six to seven years and criminal case files can be scanned and the hard copy kept 15 years, with the exception of capital cases. Ms. Shaw noted that the Center is current on all civil, juvenile and criminal case files that are to be scanned or microfilmed in-house. The current issue lies with the backlog files that are in the process of being rescanned by 3SG. The idea behind the backlog portion of the project was to elevate some of the space constraints the County is experiencing.

Mr. Yost commented that the Records Center is not adequate for a County this size. Mrs. Martin asks the Records Commission for a short-term and a long-term recommendation to present to the County Commissioners. Mr. Hanks recommended the DMI Building on Pittsburgh Drive and Mrs. Antonoplos suggested the Courthouse. After some discussion it was decided to ask for a short and long-term proposal at the Elected Officials meeting on July 6, 2004.

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Resolution 04-01/Imaging project

Mr. Williams spoke on the issues concerning the imaging project. The issues that were discussed are as follows:

1. Explanation that 3SG is the general contractor and Results Engineering is the sub-contractor.
2. Mr. Williams suggested not moving forward with Resolution 04-01, until 3SG responds to his letter dated June 14, 2004 to Adam Uhrig, project manager for 3SG.
3. Mr. Williams noted that there are inaccuracies with the Activity Description Report from 3SG sent to Delaware County on June 15, 2004.
4. Mr. Williams noted that 3SG must provide the information in the correct format for the Hyland DIP (Document Import Process) to work correctly. The backlog conversion portion of the project is dependent on the DIP process. The DIP process is defined by Hyland.  
The e-mail dated June 16, 2004 outlining Ms. Shaw's conversation with Wood County was discussed.

Mr. Yost requested that if the Records Commission proceeds with a recommendation to the County Commissioners to terminate the contract with 3SG or if an Action for Recovery is sought, that the resolution be worded differently than the current resolution. Mr. Yost also requested that there be an executive session with the County Commissioners before moving forward.

Mrs. Martin scheduled a meeting of the Records Commission immediately following the Elected Officials meeting (approximately 10:00 a.m.) on July 6, 2004 to further discuss the storage space concerns and the imaging project. The meeting will be held in the Hayes Building, Room 313.

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



Christine Shaw  
Records Commission Secretary



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RESOLUTION NO. 04-01

IN THE MATTER OF RECOMMENDING THE TERMINATION OF THE CONTRACT WITH 3SG CORPORATION FOR DOCUMENT MANAGEMENT SERVICES FOR DELAWARE COUNTY:

It was moved by the Delaware County Records Commission to recommend the following:

WHEREAS, Delaware County entered into a contract with the 3SG Corporation on April 28, 2003 for document management services. And:

WHEREAS, after careful review, recommend to the Delaware County Commissioners that the County Prosecutor write a letter to the 3SG Corporation terminating the contract for non-compliance.

NOW, THEREFORE BE IT RESOLVED, that the Records Commission of Delaware County, State of Ohio, recommend to the Delaware County Commissioners to terminate the document management services contract with the 3SG Corporation.

I hereby certify that the above resolution is a true and correct copy of the Records Commission meeting minutes, Delaware County, Ohio.

June 17, 2004

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Christine Shaw  
Records Commission Secretary