

Delaware County
Commissioners

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County Administrator
JEAN HATFIELD
Clerk

**Delaware County Records Commission
Agenda
June 27, 1991**

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| 9:00 AM | Approve Minutes from Previous Meeting |
| 9:15 AM | Consideration for New Records Center Equipment |
| 10:00 AM | Approval of Records Retention Schedules |
| 10:15 AM | Any Further Matters for Discussion |
| | Adjourn to View New Records Center Facility |

I would like to submit the following list of equipment to the Records Commission for consideration and approval of purchase. I believe each item is essential to the Records Center's designated purpose and will provide the County with several key services ie. shredding, microfilming, storage and copying, as well as providing a solid base on which to build. I have taken careful measures to stay below the 50,000 dollar allotment for the Records Center's 1991 budget, but I also believe the equipment I have chosen is the best merchandise for the prices quoted to me. The following is a list of those items, their quoted prices and a brief description of their functions and usefulness to the operation of the new Records Center:

Minolta DAR 2800 Camera w/film unit and auto feed unit:

Provides two automatic document feeding modes, ADF and SADF. ADF films at 45 sheets per minute. In SADF mode the operator activates the filming process manually for special settings and adjustments. Handles double sided documents and ejects them automatically. Automatically determines the size of the document and selects both the correct reduction ratio and the proper focus, eliminating need for manual adjustments. Planetary, desktop. Essential for County's microfilming. Time saving, easy to operate, extremely more productive than manual planetary camera.
Cost: 13, 641.00 Assured Micro Services

AMS 300 Paper Shredder w/ extra large removable feed tables:

105 sheet capacity, conveyor fed paddle wheel crusher, 1 year warranty, shreds 400 to 600 lbs. per hour 30% factory discount. Capable of handling the County's shredding needs; not too large for the job and not too small if things pile up. 3 phase.
Cost: 6,930.00 Ameri-Shred Corp.

Canon PC Printer 80 w/ 16mm - 35mm motorized carrier, fiche carrier, work station and one PC 80 cartridge.

Mounted on casters, has capability to view microfilm and fiche by interchanging parts. Produces quality images on plain, letter-size paper, holds up to 100 letter- size sheets in cassette. Necessary for any copying of microfilm onto paper. Will produce revenue for the Records Center.

Cost: 5,855.00 Couzins Microforms

Macintosh IIsx 3/40 hard drive w/ portarit display, adapter card, extended keyboard, personal laserwriter NT, stand, MS Word, Phone Net Connectors.

Basic PC with Word software package. Needed for basic automation of cataloging records, their location and other pertinent information concerning records retention and disposition. Other uses include general clerical functions.

Cost: 5,591.19 Apple

Minolta 5400 Copier, includes one color unit, one automatic document feed, duplexing unit.

40 copies/minute, front loading drawers, 1,750 sheets of paper on line, 4 page to 1 page booklet feature, memory card option, department account number feature. Necessary to produce paper copies of documents and ledgers as well as clerical functions within the office. Also a source of revenue for the Records Center.

Cost: 6,555.00 Capitol Copy

7 Drawer MML microfilm/microfiche filing cabinets:

Quantity-4, cabinets are usable for either film or fiche, baked enamel finish. Needed for proper storage of microfilm and fiche.

Cost: 1,021.44 ea. (includes delivery) Altek Systems

760 Reader w/ fiche attachment and 360 degree image rotation

Quantity-3, for public use to research microfilm or fiche in public area of Records Center. Manual rollfilm attachment. Extra-long life lamp and no glare screen. 11" x 11" screen. Needed for public to review microfilm located at Center.

Cost: 562.73 ea. Altek Systems

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