



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
March 17, 2005

- I. Approval of the minutes from the October 13, 2004 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Auditor (revised)
 - Commissioners (revised)
 - Economic Development (revised)
 - Map Department (revised)
- III. New Business
 - None
- IV. Old Business
 - Update on the Mobil shelving system
 - Update on the imaging project
- V. Any other concerns for the Records Commission



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Minutes from the Delaware County Records Commission
Meeting of
March 17, 2005

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

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

The October 13, 2004 minutes were approved as written. Mr. Hanks made the motion; Mr. Yost seconded the motion. Mr. Brenner abstained. Motion passed. Upon approval each Commission member signed the minutes.

The approval of the following Schedule of Records Retention Schedules:
Auditor (revised)
Commissioners (revised)
Economic Development (revised)
Map Department (revised)

After some review, Mr. Yost made the motion to table the approval of all retention schedules presented. Mr. Yost requested that all retention schedules be sent to each Commission member for review before the next meeting. Mrs. Antonoplos seconded the motion. Motion passed. Ms. Shaw is to forward copies of each schedule to the Commission members for their assessment.

New Business:
None

Old Business:

Ms. Shaw updated the Commission on the mobile shelving project. It was stated that nine vendors were mailed Request for Proposals on February 4, 2005. Three vendors responded. The three vendors are Central Business Group, Mainline and Mid-Ohio Business Systems. Ms. Shaw stated that she is working with Mr. Jon Melvin on this project and that after careful review, Mr. Melvin and Ms. Shaw liked portions of each of the vendor's proposals. Mr. Melvin is preparing a sketch with a brief description explaining what the County requests. Ms. Shaw will mail the sketch and description to the three vendors establishing a new deadline of March 29, 2005, 5:00 p.m. It was stated that the new configured layout would be divided into two sections. The South end of the Center's controlled environment would cost approximately \$20,000 and store roughly 1,620 boxes. The North end of the Center's controlled environment would cost approximately \$22,000 and store roughly 630 boxes. The North end would also provide miscellaneous storage for large binders and large docket books. The North end could not store as many boxes and would cost more due to the staircase leading to the Engineers office, the entrance to the back area where the shredder is located, the Archive Writer work station and the phone room. The North end also provides a secondary exit in case of an emergency. The South end will consist of long shelving units while the North end will consist of short shelving units. Upon receiving the updated information, Mr. Melvin and Ms. Shaw will reevaluate the proposals and make a recommendation.

Mr. Cannon provided an update on the imaging project. Mr. Cannon stated that 3SG and Results Engineering are working with Mr. Steve Lewis of the Data Center to get all of the images scanned by 3SG onto the server. The working timeframe for this portion of the project is next week. Mr. Cannon explained that each office will need to provide him names of the individuals from the various departments that will be completing the quality control for the backlog images scanned by 3SG. The names will then be given to Results Engineering to permit access to the images. Mr. Jordan stated that he would like to establish a timeframe with the departments/offices completing the quality control.

Other Business:

Mr. Brenner stated that mistakes have been found upon completing a random check of the Recorder's images scanned by ACS for the timeframe of 1990 to 1999. The mistakes consist of incorrect images and incomplete documents.

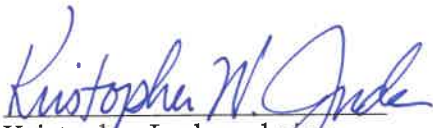
It was agreed upon for Ms. Shaw to contact Mr. Jordan to schedule another Records Commission meeting for the end of April or the first of May.

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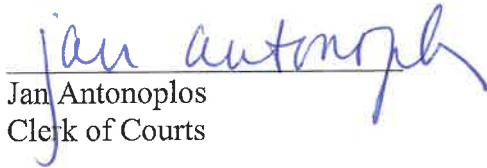
With no further business Mrs. Antonoplos made a motion to adjourn the meeting, Mr. Brenner seconded the motion. Meeting adjourned.



Christine Shaw
Records Commission Secretary



Kristopher Jordan, chairman
President, Board of Commissioners



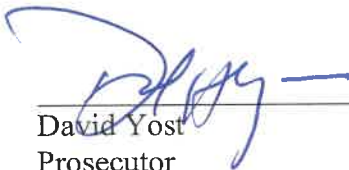
Jan Antonoplos
Clerk of Courts



Andrew Brenner
Recorder



Todd Hanks
Auditor



David Yost
Prosecutor