

Delaware County

RECORDS CENTER



Delaware County Records Commission
Agenda
March 21, 2001

- I. Approval of the minutes from the December 13, 2000 meeting
- II. Approval of the Schedule of Records Retention and Disposition:
 - Auditor (Change)
 - Board of Developmental Disabilities (New)
 - Facilities Management (New)
- III. New Business
None
- IV. Old Business
Bid Specification
- V. Any other matters of concern to the Records Commission

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Minutes from the Delaware County Records Commission
meeting of
March 21, 2001

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners hearing room, 101 N. Sandusky Street, Delaware. The meeting was presided over by Mr. James Ward, chairman.

Persons present: James Ward, Kay Conklin, Betty Porter, Shari Baker, Christine Shaw

The December 13, 2000 minutes were approved as written. Mrs. Conklin made the motion to accept the minutes, Mrs. Baker seconded the motion. Motion passed.

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

Auditor (change)
Board of Developmental Disabilities (new)
Facilities Management (new)

Mrs. Baker made the motion to accept the Schedule of Records and Retention Schedules as presented. Mrs. Conklin seconded the motion. Motion passed.

Before signing the schedules, Mr. Ward requested an explanation of the purpose of the schedules. The Commission explained that the schedule acts as a guideline for disposal purposes. Ms. Shaw stated that if an employee disregards a schedule and destroys material before the expiration, that employee could be fined. Ms. Shaw invited Mr. Ward to the Center to observe the process of the County's records management procedures.

New Business:
None

Old Business:

Ms. Shaw explained to the Commission that the bid specification for document management services was cancelled on March 5, 2001. A pre-bidders conference was held on February 20, 2001. The vendors that attended the conference ask question to Steve Lewis, Kevin Williams and Christine Shaw that were unanswerable at the time. It was decided to postpone the bid and restructure the specification. A trip to Butler County is planned for April 13, 2001, to assist in researching some answers for the bid specification. The Butler County trip was also established to see if Delaware County would like to take the steps to fashion their Records Center after Butler County. Butler County has advanced their records management procedures through technology and has become one of the top Centers in the United States. Ms. Shaw stated that Delaware County was a state of the art Center when it opened, however it is not a leading Center at this time. Ms. Shaw invited all Commission members on the April 13th trip, they just need to notify Ms. Shaw in advance. Ms. Shaw also stated that she has minutes of the pre-bidders conference, if any one is interested. Mr. Ward requested a copy.

In other matters before, the Commission, Mrs. Porter ask how many employees are at the Center. Ms. Shaw stated the following; she is fulltime, Lori Detter is fulltime and Karin Eldredge works 6 ½ hours a day. It was noted that Karin has had surgery and has been out since March 6, 2001. Mrs. Porter also ask when the next meeting would be. Ms. Shaw explained, that she would like to get the bid specification revised and forwarded to the Commission before another meeting. The next Commission meeting was tentatively scheduled for the month of June, following the Data Board meeting.

With no further business, Mrs. Baker made the motion to adjourn the meeting, Mrs. Conklin seconded the motion. Meeting adjourned.



Christine Shaw
Records Commission Secretary