

Delaware County

RECORDS CENTER



Delaware County Records Commission
Agenda (revised)
May 14, 2002

- I. Approval of the minutes from the December 18, 2001 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - Economic Development (new schedule)
 - Auditor (additions)
 - Auditor (changes)
 - Child Support (addition)
 - Probate/Juvenile Court (Judgement Entry)
- III. New Business
 - Records Center vision/mission statement
 - Cost of copies at the Records Center
 - New Employee - Kari Manaci
- IV. Old Business
 - Update on imaging project
- V. Any other matters of concern to the Records Commission



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Minutes from the Delaware County Records Commission
Meeting of
May 14, 2002

The meeting of the Delaware County Records commission was held at the Delaware County Commissioners meeting room B, 101 N. Sandusky Street, Delaware. Mr. Don Wuertz, chairman, was absent, hence the meeting was called to order by Christine Shaw, Records Commission Secretary.

Persons present: Mrs. Kay Conklin, Mrs. Jan Antonoplos, Ms. Kymm Morrow, Mrs. Shari Baker, Mr. W. Duncan Whitney, Ms. Christine Shaw

The December 18, 2001 minutes were approved as written. Mr. Whitney made the motion to accept the minutes, Mrs. Antonoplos seconded the motion. Motion passed.

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

Economic Development (new)

Auditor (additions)

Auditor (changes)

Child Support (addition)

Probate and Juvenile Court-Schedule of Records Retention and Disposition Judgement Entry concerning Rule 26.

The Schedule of Records and Retention Schedule forms were approved as presented. Mr. Whitney made the motion to accept the forms, Mrs. Antonoplos seconded the motion. Motion passed. Ms. Shaw will need to contact Mr. Wuertz for his signature on the forms.

New Business:

Mrs. Antonoplos explained that since she has taken the office of Clerk of Courts, she has spoke with Mr. Michael Benson of the Genealogical Society of Utah a number of times concerning the Clerk of Courts records stored at the Center dating back to 1808.

Mr. Benson could not commit to a starting date for the microfilming project, therefore Mrs. Antonoplos withdraw the contract with Mr. Benson and had the Clerk of Courts records transferred to the Delaware County Historical Society on a permanent loan bases. The 240 boxes were transferred to the Delaware County Historical Society on April 8, 2002.

The Records Center vision/mission statement was approved as presented. (copy attached) Mrs. Antonoplos made the motion to accept the vision/mission statement as presented. Mr. Whitney seconded the motion. Motion passed.

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New Business (continued):

Ms. Shaw explained that the cost of copies at the Records Center are now .05, rather than .25. Ms. Shaw explained that employees of the Records Center have attended various seminars provided by the Ohio Attorney General's office. At each presentation, the Attorney General's office attorney emphasized that copy cost should not exceed .05 per page. Upon the recommendation, Ms. Shaw reduced the cost from .25 per page to .05 per page. After a brief discussion, Mr. Whitney explained to Ms. Shaw, that the Center's staff could charge for the employees time, once the employee has spent one ½ hour on a public request. Mr. Whitney explained that Ms. Shaw should take an average of all four employees salary at the Center and that amount would be the fee for research after one ½ hour.

Ms. Shaw explained that the Records Center has a new employee. Kari Manaci was transferred from the 9-1-1 Center to the Records Center on May 1, 2002.

Mrs. Baker ask Ms. Shaw if she was aware of any policies on e-mail retention. Ms. Shaw explained that she and Mr. Kevin Williams have discussed the issue and have reviewed the Greene County policy. Ms. Shaw explained that Mr. Steve Lewis of the Data Center would be establishing the policy.

Old Business:

Ms. Shaw explained the following vendors were ask to make a recommendation for the records management (imaging) project for Delaware County by April 24, 2002.:

Assured Micro-Services – Assured did not provide a recommendation. Mr. Gar Heinze, explained that Delaware's timeline for the project did not comply well with Assured's current work commitments.

Casnet – Mr. Scott Brothers has stated that he has sent the request two times, however Ms. Shaw has never received any information. Ms. Shaw left a voicemail message for Mr. Brothers on May 10, 2002 requesting that the information be Federal Expressed if Casenet is interested in the project.

Iron Mountain – Mr. Eric Hoffman notified Ms. Shaw that they are unable to assist with such a project.

DSS Corporation: - Mr. Edward Davis presented Ms. Shaw with a detailed response on April 24, 2002. The response included sample microfilm and CD's. Ms. Shaw is reviewing DSS recommendation.

Edison Information. – Mr. Derek Jackson e-mailed Ms. Shaw a basic recommendation with no details on April 24, 2002. Ms. Shaw will review the information.

Stellent: - Mr. Rob Medich e-mailed Ms. Shaw with a recommendation for half of the project. Mr. Medich called Ms. Shaw later on April 24, explaining that Stellent could only provide half of the solution for Delaware County. Ms. Shaw will review the Stellent information.

Ms. Shaw explained that she would be recommending a vendor to Mr. Kevin Williams by June 1, 2002. Mrs. Antonoplos offered for other vendors to contact Ms. Shaw. Ms. Shaw explained that she would be grateful for all contacts. After a brief discussion on the cost of the project Mr. Whitney ask for a brief outline of the project and the estimated cost. Ms. Shaw explained that she would forward the information to Mr. Whitney.

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



Christine Shaw
Records Commission Secretary