



Delaware County

RECORDS CENTER

Delaware County Records Commission Agenda May 4, 2005

- I. Approval of the minutes from the March 17, 2005 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:
 - Sale of Record Data
 - Update on the mobile shelving project
 - 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
May 4, 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, Kevin Williams and Christine Shaw

The March 17, 2005 minutes were approved as written. Mrs. Antonoplos made the motion; Mr. Hanks seconded the motion. 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 discussed Mr. Hanks made the motion to accept the retention schedules as presented. Mr. Brenner seconded the motion. Motion passed.

New Business:

Ms. Shaw informed the Commission that the County will need to order more storage boxes. Ms. Shaw presented a spreadsheet to the Commission that provided a comparison for storage boxes and a comparison for labels. The purchase of labels would enable the storage boxes to be reused. The current storage box was presented to the Commission. The cost of the box is \$1.85 and the vendor is Victory Packaging. The box has a double bottom panel for reinforcement. A second box was presented. The vendor is The Box Company. The cost of the box was \$1.35. The box had a single bottom panel reinforcement. Mr. Hanks ask when the last time the storage boxes were purchased.

Ms. Shaw stated that the County purchased 2000 boxes in February of 2003. Ms. Shaw commented that if the County purchased the double bottom panel box, the boxes could be used numerous times if the labels were also purchased. The Commission recommended that the County purchase the double reinforced bottom box from Victory Packaging. Mr. Hanks stated that he had a business associate that worked for Fireproof and if he had the dimensions of the box he could place a call to see if a better price could be obtained for the County. Ms. Shaw is to e-mail him the dimensions of the box.

Ms. Shaw ask the Commission if they would like to establish a set meeting day. Due to varying schedules, this idea was not approved. Mr. Yost recommended that the Commission meet once a month due to current projects. The next meeting was scheduled for June 15, 2005 at 8:30 a.m. The meeting will take place in the Commissioners Meeting Room. Mr. Yost requested that all Office Holders receive an invitation to the next meeting. Mr. Yost would like all Office Holders at the meeting to discuss and provide reports on the quality control of the backlog images. Ms. Shaw is to contact Mrs. Letha George to provide proper notice to the media. Mr. Yost requested that Ms. Shaw send an e-mail the first part of June to all of the Office Holders to notify them of the meeting.

Old Business:

Sale of Record Data:

Mr. Brenner questioned why records being microfilmed by the Records Center could not be returned to the individual offices for the purpose of being purchased. Ms. Shaw stated that the records on microfilm have always been sold from the Center because the Center has the equipment to duplicate the microfilm. Ms. Shaw stated that the Center was only able to charge for the cost to duplicate the microfilm. The cost to duplicate is \$15.00 for a 16mm roll and \$20.00 for a 35mm roll. Mr. Yost stated that it would be illegal for the records to go back to the individual offices for the purpose of generating a better purchase price. The information must be sold in the form it is maintained. It was noted that different organizations are working to change the law.

Update of the Mobile Shelving project:

Ms. Shaw stated that on March 25, 2005 the County Commissioners awarded the mobile shelving project to Mid-Ohio Business Systems. The system will be purchased out of the Permanent Improvement Fund. The entire controlled storage area of the Center will have the mobile shelving. The cost is \$54,875.00. The new shelving will enable the Center to store 2828 storage boxes in addition to 8,160 linear filing inches. Ms. Shaw stated that she does have an approved purchase order and that once the Prosecutors office approves the statement of work the project can begin.

Mr. Williams commented that he is working with Mr. Chris Betts of the Prosecutors office on the review of the Statement of Work. Ms. Shaw stated that the entire project would take approximately 11 weeks.

Update on the Imaging project:

Ms. Shaw noted that all offices reviewing the images scanned by 3SG should have received an e-mail from Mr. Steve Lewis of the Data Center on April 29, 2005. The e-mail provided the departments with a username and password to begin the reviewing process. Mr. Hanks ask if there was a set percentage that should be reviewed. Ms. Shaw stated no. Ms. Shaw did comment that the offices should be content with the images and the indexing. Mr. Yost noted that Mr. Lewis with the Data Center could most likely establish a way to review the images through a process with Goggle. Mr. Yost stated that this would help the review of any misspelled names. The time frame is still 60 to 90 days for the review process.

Other concerns and comments:

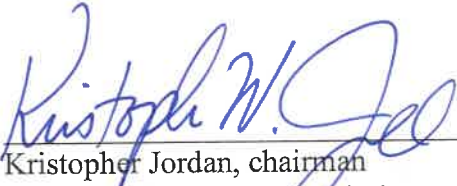
Mr. Brenner noted that a resent article in the *New York Times* spoke on the subject of data base theft. Mr. Yost commented that he had no read the article, but would be willing to review any material Mr. Brenner though was appropriate.

Ms. Shaw informed the Commission that on June 16, 2005 a group from Delaware County would be going to Lucas County to review their established Onbase system. Ms. Shaw stated that Lucas County has won national awards with their Onbase enterprise and that Delaware County has the same potential. Any one is welcome to attend.

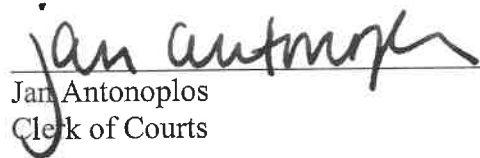
With no further business, Mr. Hanks made the motion to adjourn the meeting, Mr. Brenner seconded the motion. Meeting adjourned.



Christine Shaw
Records Commission Secretary



Kristopher Jordan, chairman
President, Board of Commissioners



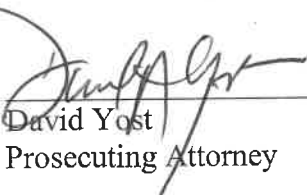
Jan Antonoplos
Clerk of Courts



Andrew Brenner
Recorder



Todd Hanks
Auditor



David Yost
Prosecuting Attorney