



Delaware County

# RECORDS CENTER

Delaware County Records Commission  
Agenda  
May 6, 2004

- I. Approval of the minutes from the March 4, 2003 meeting
- II. New Business:
  - Allotment of storage space for the various county offices/departments at the Records Center
- III. Old Business
  - Update on the imaging project
    - Backlog conversion
    - Day forward operations
- IV. Any other matters of concern for the Records Commission



Delaware County

# RECORDS CENTER

Minutes from the Delaware County Records Commission  
Meeting of  
May 6, 2004

The meeting of the Delaware County Records Commission was held in the County Commissioners Meeting Room, 101 N. Sandusky Street, Delaware. Mrs. Deborah Martin, chairman called the meeting to order.

Persons present: Deborah Martin, Kay Conklin, Jan Antonoplos, Todd Hanks, Terri Scott and Christine Shaw

The March 4, 2003 minutes were approved as written. Mrs. Antonoplos made the motion; Mrs. Martin seconded the motion. Motion passed.

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

•County Treasurer (update)

Mrs. Antonoplos made the motion to accept the records and retention schedule as presented. Mr. Hanks seconded the motion. Motion passed.

New Business:

Ms. Shaw ask for a recommendation from the Records Commission on how to proceed with the allotment of space in the controlled environment at the Center. It was noted that Mr. Yost is requesting that the all of the Prosecutors records be maintained in a controlled environment. To accommodate Mr. Yost's request, all other county material would need to be removed from the area.

Mrs. Martin ask Mrs. Scott if Mr. Yost would be satisfied turning a vacate room in the Hayes Building into a file room. Mrs. Scott said she would revisit the idea with Mr. Yost and get back with the Commission. Ms. Shaw is to check with Jack Prim to see if the floor could hold the weight of shelving and paper.

Ms. Shaw explained that if the Commission chooses to give the Prosecutor's office the requested space, there are still storage space concerns for the County. Ms. Shaw explained that since the county government has grown substantially over the past few years the offices in the county continue to grow to serve the citizens of Delaware County, which increases the amount of paperwork that the Records Center handles. Alternative ideas for storage space were discussed. The ideas are as follows:

1. A new Records Center in the Courts building
2. Expand the current Center. This would include building the County Engineer a pole barn for storage and remodeling the existing space
3. Spacesaver Mobile Filing System
4. Rent or purchase the building at 235 Curtis Street

Mr. Hanks will research the possibilities of 235 Curtis Street and get back with the Commission.

Mrs. Martin ask all Commission members to forward their availability for the week of May 10<sup>th</sup> to Ms. Shaw. Mrs. Martin would like to schedule a Commission meeting the week of May 10<sup>th</sup>, to discuss the storage space issue in greater detail.

Delaware County Records Center, 50 Channing Street, Delaware, Ohio 43015

(740) 833-2140

(740) 548-7313

FAX: (740) 833-2139


Old Business:

Ms. Shaw explained that the day forward operations of the imaging project are going well. County departments and offices are eager to be a part of Phase 2. Ms. Shaw noted that it is difficult to keep up with the work demand with one scanner and the current staff at the Center.

3SG Corporation has not corrected the backlog portion of the project. Ms. Shaw explained that conversations and e-mails with 3SG and Results Engineering indicate that 3SG has not signed a contract or paid monies in advance for the work Results Engineering must complete to advance the project. It was explained that Results Engineering has requested from 3SG a signed contract and advance payment. A discussion on the lack of progress since the March 17, 2004 meeting with 3SG became a concern.

Upon the request of the Records Commission, Ms. Shaw was to write a resolution. The resolution would be from the Records Commission recommending to the County Commissioners the termination of the contract with the 3SG Corporation. The resolution would be presented at the next Records Commission meeting.

With no further business, Mrs. Martin adjourned the meeting.



Christine Shaw  
Records Commission Secretary