



# Delaware County Records Commission

## Delaware County Records Commission Agenda November 4, 2020

- I. Call to Order
- II. Review and potential approval of the minutes from the April 22, 2020 virtual zoom meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms (RC2):
  - Adult Court Services: 20-01 revision to 16-01  
Current schedule dated 1/21/2016
  - Clerk of Courts/Title: Entire schedule revised  
Current schedule dated 9/6/2016
  - General Schedule: 20-24 addition  
Current schedule 3/25/2015
  - Soil and Water: New schedule
- IV. Shared Services Project
- V. Any other matters of concern for the Records Commission
  - Space needs: Book Vault  
Shredder Area  
Staff Growth due to Shared Services project  
Space for Shared Services records
- VI. Next Meeting
  - Establish a date and time for the next meeting
- VII. Adjournment



## Delaware County Records Commission

### Delaware County Records Commission Regular Meeting of November 4, 2020

#### Call To Order

The regular meeting of the Delaware County Records Commission was called to order at 10:00 a.m.

Commission members present: Jeff Benton, Natalie Fravel and George Kaitsa

Staff present: Dawn Huston (Deputy County Administrator/Director of Administrative Services, Administrative Services), Chris Betts (Civil Attorney, Prosecutor's Office) for Melissa Schiffel, Clanci Nelson (Deputy Recorder Fiscal Officer/Scanning Clerk, Recorder's Office) for Melissa Jordan and Chris Shaw (Records Coordinator, Records Center)

#### Approval of the minutes for the April 22, 2020 virtual regular meeting

**Motion:** Auditor Kaitsa moved to approve the April 22, 2020 meeting minutes with one correction. The correction should read, 3 hours CPE/3 hours CLE for Attorneys regarding Mr. Mark Altier portion of the November 19<sup>th</sup> presentation. The motion was seconded by Mr. Betts. All present were in favor by a voice vote. Motion carried.

#### Approval of the following Schedule of Records Retention and Disposition forms

1. Adult Court Services
2. Clerk of Courts/Title Division
3. General Schedule
4. Soil and Water

**Motion:** Auditor Kaitsa moved to approve the Records Retention and Disposition forms as submitted, seconded by Mr. Betts. All present were in favor by voice vote. Motion carried.

#### Any other matters of concern for the Records Commission:

##### Shared Services Project

Ms. Shaw has communicated with the following:

1. Genoa Township
2. Liberty Township
3. Orange Township
4. Village of Ashley

### Progress

1. All work to this point has been assisting/updating RC2 forms and consulting work.
2. A cost schedule has been completed and is in review.
3. A November 19<sup>th</sup> virtual training presented by the Delaware County Prosecuting Attorney's Office and the Delaware County Board of Commissioners, in collaboration with the Ohio Attorney General's Office will provide free training to the townships and villages on records management best practices.
4. After the first of the year, a memo/proposal is going to be drafted asking the townships/villages to agree on a process that will ease any burden for IT. This process will include agreeing on the type of records that will be scanned into Onbase first, second and so on. For example all townships will need to agree that zoning records will be the first undertaking. The index fields for each record series will also need to be agreed upon.

### Space Needs

#### Space for Shared Services records

Current situation: Space is very limited in the box storage area for non-county entity records that will come to the Center for preservation services.

1. It is imperative that non-county entity and county records are not stored together.

Requesting: Once Big Lots relocates, requesting additional space for the Shared Services project. This may require the purchase of additional shelving.

#### Book Vault:

Current situation: 1166 books are not properly stored in the vault. Books should be horizontal with no more than two high. The current storage arrangement for 1166 of the 1681 books is a mixture of vertical and horizontal with five or six books high. Facilities has some shelving pieces that could turn the current roller shelves into shelving with individual slots for approximately 75 of the books. Images A, B and C.

1. Will need additional space for the Commissioner's Journals and Indexes. Currently have room for two more journals and one more index.
2. Soil and Water has placed a roller shelf in the vault. This unit holds original ditch records dating back to 1869.
3. The vault currently holds 1681 books. 1166 of those books are not properly stored.

4. There is no space in the vault for county departments/offices that will be relocating and will require vault storage space.

Requesting: Once Big Lots relocates, requesting additional vault space. The space needs to be able to house at least 1166 books. This may require the purchase of additional shelving for the vault.

**Shredder Area:**

Current situation: The transformer in the area with the shredder has a high energy switch (>20kcal/cm<sup>2</sup>). If the switch were to malfunction or short, severe injury or death could occur due to the potential explosion. Fine dust created by shredding creates a hazard that could allow a malfunction to occur. Recently, an electrician came into to adjust the switch and specifically mentioned this issue. After that, the county had a company come in to perform an arc flash analysis giving us specific energy levels to confirm the concerns of the electrician.

1. In June of 2020, the Records Center began to outsource shredding services. The outsourcing has cost \$6,600 to date. \$10,000 was requested in the 2021 budget. In addition to the cost, it takes three staff people approximately two hours to destroy items the current vendor will not, such as CD's, cardboard, Prosecutor brown files and microfiche.
2. When the process is completed internally, all of the items listed above are destroyed in the normal course of the shredding process.

Requesting: Once Big Lots relocates, requesting a space for the current shredder to bring the operation back to an internal process.

After some discussion, Commissioner Benton directed Ms. Shaw to contact Mr. Jon Melvin, Director of Facilities regarding the Records Center needs.

**Next Meeting**            April 14, 2021  
   10:00 a.m.  
   Commissioner's Conference Room B

**Adjournment**            Clerk Fravel moved to adjourn the meeting. The motion was seconded by Auditor Kaitsa. The meeting was adjourned at 10:34 a.m.

Respectfully submitted



Chris Shaw  
Records Commission Secretary



Jeff Benton, Chairman  
Board of Commissioners



Natalie A. Fravel, Clerk  
Court of Common Pleas



Melissa Jordan, Recorder  
County Recorder's Office



George Kaitso, Auditor  
County Auditor's Office

Melissa Schiffel / <sup>by</sup> Christopher D. Betts

Melissa Schiffel, Prosecuting Attorney  
County Prosecutor's Office