



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
October 13, 2004

- I. Approval of the minutes from the September 7, 2004 meeting
- II. Approval of the Schedule of Records Retention and Disposition
 - None
- III. New Business
 - None
- IV. Old Business
 - Records Storage
 - Mobil shelving system
 - Update on the imaging project
- V. Any other concerns for the Records Commission



Delaware County

RECORDS CENTER

Minutes from the Delaware County Records Commission
Meeting of
October 13, 2004

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

Persons present: Deborah Martin, Todd Hanks, Dave Yost, Kevin Williams and Christine Shaw

The September 7, 2004 minutes were approved as written. Mr. Yost made the motion; Mr. Hanks seconded the motion. Motion passed. Upon approval each Commission member present signed the minutes. Mrs. Martin instructed Ms. Shaw to contact the Commission members not in attendance for their signatures.

The approval of the following Schedule of Records Retention Schedules:

- None

New Business:

- None

Old Business:

Ms. Shaw presented a new Mobil shelving quote from Mainline Computer. The new quote was comprised of three systems. System one and two were for the controlled environment at the Center. The two systems would cost \$132,075.00. This cost includes freight and non-union installation. System three would be for the non-controlled environment. The system would cost \$40,865.00. System one and two would provide space for 4,510 boxes. System three would provide space for 4,510 boxes.

The Commission approved the following: Mr. Williams will make a budget recommendation that system one of the Mainline Computer quote be purchased for the Records Center. The purchase would be for the 2005 budget and monies would be from the Permanent Improvement Fund. Mr. Hanks made the motion; Mr. Yost seconded the motion. Motion passed.

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Mr. Yost explained that he has spoken with other County Prosecutor's office concerning the retention period for case files. Delaware County is in the forefront with the management of case files. Mr. Yost did comment that he would consider a two-tier retention system for the Prosecutors office. The first tier would be low-level criminal records with a retention period of five years. The second tier would be higher-level criminal records that would be kept for a longer retention period. Tier two would be with the omission of capital case files. Mr. Yost would like to discuss this issue at a December conference with his colleagues before any action is taken.

The Commission discussed the backlog work, the number of personnel and the usage of equipment at the Center. Mr. Yost recommended a per box fee that would link up records management with each department. The recommendation would let the Records Center charge the non-general fund departments and departments with discretionary funds, such as the REA (Real Estate Assessment Fund) and FOJ (Furtherance of Justice Fund) for services and supplies. The fee structure would be based on two areas. Area one would be the condition of the prepping of the box and area two would be for the storage of the box. After some discussion the Commission resolved for Mr. Williams to attend the next elected officials meeting and present the idea as a 2006 budget consideration. Mr. Hanks made the motion; Mr. Yost seconded the motion. Motion passed.

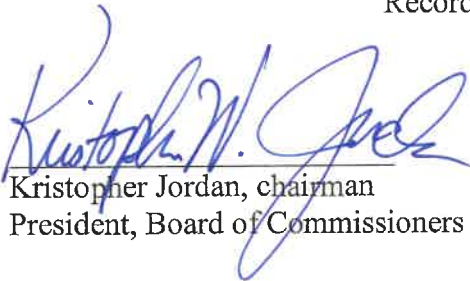
Mrs. Martin moved on to the next order of business. Mrs. Martin asked Ms. Shaw for an update on the imaging project. Ms. Shaw explained that she had assembled a list of concerns with examples as requested by Mr. Yost at the September 7th meeting. The information was reviewed with Mr. Williams on September 16th and given to Mr. Dave Cannon on September 27th (per his e-mail request). Mrs. Martin stated there is nothing else the Commission can do at this time. Mrs. Martin appointed Mr. Williams to follow-up with Mr. Cannon. Once Mr. Williams follows-up with Mr. Cannon, he is to contact Ms. Shaw or Mrs. Martin to schedule another meeting.

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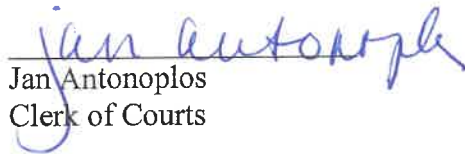
With no further business Mr. Yost made the motion to adjourn the meeting, Mr. Hanks seconded the motion. Meeting adjourned.



Christine Shaw
Records Commission Secretary



Kristopher Jordan, chairman
President, Board of Commissioners



Jan Antonoplos
Clerk of Courts

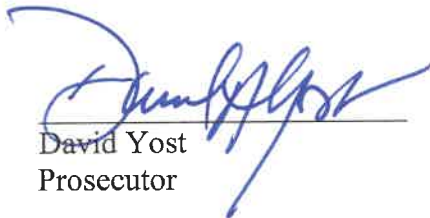
Abstained



Andrew Brenner
Recorder



Todd Hanks
Auditor



David Yost
Prosecutor