



Delaware County

RECORDS CENTER

Minutes from the Delaware County Records Commission
meeting of
October 17, 2000

The meeting of the Delaware County Records Commission was held at the Delaware County Commissioners hearing room, 101 N. Sandusky Street, Delaware. The meeting was presided over by Mrs. Deborah Martin, chairman.

Persons present: Deborah Martin, Kay Conklin, Betty Porter, Steve Lewis, Kevin Williams, Christine Shaw

The September 13, 2000 minutes were approved as written. Mrs. Porter made a motion to accept the minutes, Mrs. Conklin seconded the motion. Motion passed.

The approval of the following Schedule of Records and Retention Schedules:
None

New Business:

Ms. Shaw presented the bid specification for document management services to the Records Commission. Mr. Lewis of the Data Center was present to offer assistance with questions, comments and guidelines for any improvement to the bid specification. It was discussed whether to place material utilized by genealogist on the Internet. A comment was made that a number of county documents contain social security numbers and was there a way to block certain information before it was placed on the Internet. Mr. Lewis recommended that a discussion with vendors and the capability of the search engine and accompanying software take place before the bid specifications were presented for submission. It was decided that Mr. Williams, Mr. Lewis and Ms. Shaw would meet with two to three vendors to discuss the needs of the Records Center and the County. Ms. Shaw is to set up the meeting(s) and inform Mr. Williams and Mr. Lewis.

The Records Commission requested that once any modifications are made to the bid specification, that an updated copy be sent to each member. A cover letter noting all changes should accompany the revised bid specification.

Old Business

Ms. Shaw stated that the updated *Records Management Procedures Manual* and a cover letter dated October 10th outlining the major organizational changes has been forwarded to all departments utilizing the Center. Ms. Shaw stated that the overall reaction to the manual has been good.

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

Christine Shaw
Records Commission Secretary