



Delaware County Records Commission

Delaware County Records Commission

Agenda

October 19, 2018

- I. Call to Order
- II. Review and potential approval of the minutes from the April 18, 2018 regular meeting
- III. Review and potential approval of the following Schedule of Records Retention and Disposition forms:

Records Retention Schedules (RC-2)

-Auditor (Four changes to the existing schedule)

-Board of Elections (Revised per the Secretary of State Retention chart for Board of Elections)

-Sheriff's Office

- **18-0009** Added ATF Firearms Forms
- **18-0056** Changed retention of paper for Misdemeanor/Incidents from *destroyed 24 hours after scanned* to *one year*. Other items affected by this change include **18-0011** Audio/Photograph Request Slips, **18-0056** Incident Reports, **18-0078** Junk Vehicle Affidavits, **18-0104** Property Record and **18-0130** Traffic Accident Reports.
- **18-0017** Added the verbiage *Including photos* to the Body Cameras item.
- **18-0019** Eliminated paper copies of the Canine Use Reports (the K9 officers drop a PDF into a file and I attach it to each report – no paper).
- Combined Civilian Ride-A-Long Program (**was 17-0111**) with the range usage waivers and made it **18-0139** *Waivers*.
- Removed Court Security Checks (**was 17-0102**) – a paper form hasn't been used for at least the 4 1/2 years.
- **18-0030** Changed verbiage on the Homicide cases to 25 years and added microfilm – permanent.
- **18-0039** Employee Quartermaster Files – changed to hold for three years.
- **18-0040** Combined all training under Employee Training Files and retention of paper is until the files are converted to electronic copies (and eventually microfilmed as part of the employee files).



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- Eliminated Employment Applications – Hired (**was 17-0013**) as its own category and rolled it in under Personnel Files.
- **18-0046** Changed retention of Executive Correspondence from two years to four years.
- **18-0054** Changed retention of Grievances from six years to ten years.
- **18-0058** Added Inmate Classification Packets.
- **18-0077** Eliminated paper retention of Job Descriptions. A copy is printed out, signed, and added to the Personnel File, but otherwise, it's only electronic.
- **18-0084** Added Maintenance Records.
- **18-0093** Added Operations Plan.
- Eliminated Performance Appraisals (**was 17-0117**) as its own category and rolled it in under Personnel Files.
- **18-0114** Eliminated paper retention of School Safety Drills.
- **18-0128** Added Electronic as media option for Testing Material since a lot of these tests are online now.
- **18-0136** Changed verbiage from Response to Resistance to Use of Force.
- **18-0137** Added Vehicle Pursuit Analysis.

IV. Imagelink 9600 Archive Writer software rewrite

V. Microfiche/Microfilm scanning project – Clerk Natalie Fravel
-Workload Model

VI. Records Center 2019 Annual Work Plan

VII. Any other matters of concern for the Records Commission

VIII. Next Meeting
-Establish a date and time for the next meeting

IX. Adjournment



Delaware County Records Commission

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Regular Meeting of October 19, 2018
101 N. Sandusky Street, Delaware, Conference Room B

Call To Order

The regular meeting of the Delaware County Records Commission was called to order at 10:31 a.m.

Commission members present: Jeff Benton, George Kaitsa, Natalie Fravel, Carol Hamilton O'Brien and Melissa Jordan

Staff present: Stephanie Burns (Communications Supervisor, Sheriff's Office), Shari Baker (Director of Tax Administration and Consumer Services, Auditor's Office) and Christine Shaw (Records Coordinator, Records Center)

Approval of the minutes for the April 18, 2018 regular meeting

Motion: Auditor Kaitsa moved to approve the April 18, 2018 meeting minutes as submitted, seconded by Recorder Jordan. All present were in favor by a voice vote. Motion carried.

Approval of the following Schedule of Records Retention and Disposition forms

1. Auditor (Four changes to the existing schedule)
2. Board of Elections (Revised per the Secretary of State retention chart for Board of Elections)
3. Sheriff (Numerous additions and changes to the existing schedule)

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

Imagelink 9600 Archive Writer software rewrite

Ms. Shaw informed the Commission that scanned material with the exception of the Recorder's office, has not been sent to microfilm since March 13, 2018. The Digital Archive Writer software rewrite is still in the development phase. Software testing with the Information Technology staff has taken place however the rewrite is still incomplete. Ms. Shaw relayed to the Commission that the Center is running out of holding space for the scanned material and money for overtime was included in the 2019 budget to work on the backlog once the rewrite is complete.

Microfiche/Microfilm scanning project

Clerk Fravel explained that the BMV is now requesting name chains for some residents. This need has caused an increase for requests with old divorce and dissolution documents that are on microfiche. Some of the filmed images are unreadable due to the deterioration of the fiche. The Records Center staff has also experienced an increase in the number of requests for marriage records.

Clerk Fravel also explained that there is no way to separate the sealed documents and preserve the old microfiche. Microfiche that contains sealed documents are stored in a drawer in case staff needs other documents on the same microfiche.

Three documents were provided to the Commission to assist in understanding the magnitude of the project. The documents were Workload Model, the listing of departments that need microforms scanned and imported into Onbase and the 2019 Annual Work Plan for the Records Center.

Motion: Auditor Kaitsa moved to approve the project. The money to purchase three ScanPros and a splicer will be purchased with Title Administration Funds. One permanent full time staff person will be hired with General Fund money. The new hire will be stationed at the Records Center. The motion was seconded by Prosecutor Hamilton O'Brien. All present were in favor by voice vote. Motion carried.

Records Center 2019 Annual Work Plan

Ms. Shaw ask if any Commission members had questions or concerns regarding the 2019 Annual Work Plan that was emailed to the entire Commission on September 10, 2018. Two initiatives were discussed.

1. Shared Services

A shared services agreement would allow the adjacent townships and counties that do not have the financial ability to invest in the proper equipment or media storage the chance to preserve their records.

As a service provider the Records Center would not store hard copy records (Commissioner Resolution # 16-1048 and Records Commission Resolution # 16-01).

Costs would be based on the services being requested. A cost schedule is part of the Records Center Annual Plan.

2. Microfiche/Microfilm Vault

With the current rate of production, the microfilm/microfiche vault will run out of space in early 2020. The 2019 budget will show a cost of increasing the vault by 12,936 spaces. The amount listed in the budget is \$40,000.00. As more documents are born digital, the need for hard copy storage space will decrease. As this process takes place the box storage area will grow into additional vault space for the County.

Motion: Clerk Fravel moved to approve the Records Center 2019 Annual Work Plan as written and submitted. The motion was seconded by Auditor Kaitsa. Upon further discussion, Clerk Fravel amended her motion to read; Clerk Fravel moved to approve the Records Center 2019 Annual Work Plan as written and submitted. The shared services initiative is not to begin until the backlog created by the Digital Archive Writer software rewrite is caught up. The motion was seconded by Auditor Kaitsa. All present were in favor by voice vote. Motion carried.

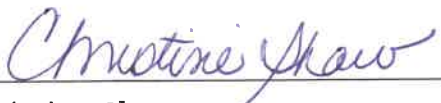
Any Other Matters of Concern for the Records Commission

Ms. Shaw informed the Commission that the Records Center has three large panel displays at the Records Center. The displays showcase a glimpse of history relating to Delaware County Railroads, Restaurants and Gas Stations. The exhibitions are on long term loan from the Delaware County Historical Society.

Next Meeting No meeting scheduled

Adjournment Clerk Fravel moved to adjourn the meeting. The meeting was adjourned at 11:30 a.m.

Respectfully submitted



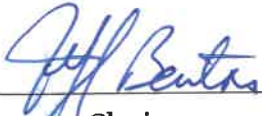
Christine Shaw

Records Commission Secretary

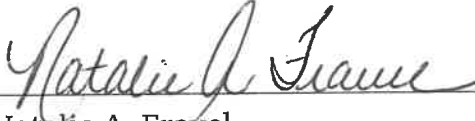
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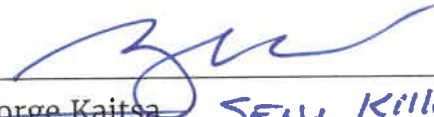
Jeff Benton, Chairman
Board of Commissioners



Natalie A. Fravel
Clerk, Court of Common Pleas



Melissa Jordan
Recorder



George Kaitsa
Auditor

SEiji Kille
Chief Deputy Auditor



~~Carol Hamilton O'Brien~~
Prosecuting Attorney

MELISSA A. SCHIFFEL