



Delaware County

RECORDS CENTER

Delaware County Records Commission
Agenda
September 7, 2004

- I. Approval of the minutes from the July 6, 2004 meeting
- II. Approval of the Schedule of Records Retention and Disposition:
 - City/County Health Department (addition)
 - Building Regulation (revised)
- III. New Business
 - None
- IV. Old Business
 - Records storage (mobil shelving system)
Mainline Computer updated quote(s)
 - Update on imaging project
- V. Any other matters of concern for the Records Commission



Delaware County

RECORDS CENTER

Minutes from the Delaware County Records Commission
Meeting of
September 7, 2004

The meeting of the Delaware County Records Commission was held in the Rutherford B. Hayes Building, 140 N. Sandusky Street, Room 313, Delaware. Mrs. Deborah Martin, chairman called the meeting to order.

Persons present: Deborah Martin, Jan Antonoplos, Kay Conklin, Todd Hanks, Dave Yost, Kevin Williams and Christine Shaw

The July 6, 2004 minutes were approved as written. Mrs. Antonoplos made the motion; Mr. Hanks seconded the motion. Motion passed.

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

- Building Regulations (revised)
- City/County Health Department (addition)

Mrs. Antonoplos made the motion to accept the schedules; Mrs. Conklin seconded the motion. Motion passed.

New Business:

- None

Old Business:

Ms. Shaw presented the updated mobil shelving quotes from Mainline Computer. Three different system quotes were presented. Ms. Shaw explained that none of the three quotes has the ability to store 14, 000+ boxes as stated in the 1999 quote. The reasons being:

1. The 14, 000+ number was a type-o.
2. The engineer that completed the drawings in 1999 used the measurement of 12-inch boxes and the County has 15-inch boxes.

Each system was explained. System one and two would require remodeling and construction cost for the County before either system could be installed. The cost would consist of a structure of some type being built for the Engineers office and remodeling the current area. System three could be installed in the controlled environment at the Center. The cost would be \$100,750. The Center can currently store 1,780 boxes in the controlled area.

The mobil system would allow for 3,384 boxes to be stored. All three systems could be moved to a different location if the Center would relocate. The cost of each system was discussed in greater detail. Mr. Yost recommended a three-part action:

1. The County Auditor research the availability of permanent improvement funds.
2. Mr. Yost will research and compare the current Prosecutors retention schedule with other County Prosecutors office of a similar county size.
3. Ask the County Commissioners for a long-term solution. This would include referring to any 20/20 Committee recommendations for a larger permanent Records Center for the County.

Mrs. Martin moved on to the next order of business. The status of the imaging project was discussed.

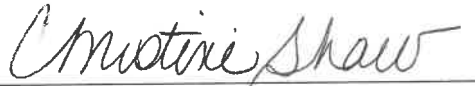
Mr. Williams ask Ms. Shaw to display the difference in the 3SG scans and the in-house scans. Ms. Shaw provided copies of a single page in Commissioners Journal 3 scanned by 3SG and the exact page scanned in-house. The Commission overwhelming agreed that the in-house scan was easier to decipher. Ms. Shaw further explained a list of concerns with the imaging project. The concerns are as follows:

1. Commissioners. Numerous scanning errors with the Commissioners Journals. Ms. Shaw has a list. Examples are as follows: pages not scanned, page numbers not matching Onbase for retrieval, poor quality scans and the rebinding of some Journals (examples: Journals 3,4,5). Mrs. Martin ask Ms. Shaw if she had Journal 4 or 5. Ms. Shaw replied no that Mr. Jim Ward had taken the Journals from the Center on 9/7/04. Mr. Ward said he would be taking the Journals to 3SG on 9/8/04.
2. Clerk of Courts. Ms. Shaw explained that she is unable to retrieve any of the backlog material scanned by 3SG . No quality control has been done for this material.
3. Prosecutor. Ms. Shaw has a list. Examples are as follows: Unable to retrieve backlog and current material at the same time, this is due to the way 3SG indexed case files (e-mails between the Data Center and Results Engineering explain in greater detail), indexed by municipal court numbers, indexed by wrong case number and overlapping scans (Davies case)
4. Auditor. Examples included: Some material scanned by 3SG are not going in the proper direction for the Archive Writer to accept. If the Archive Writer will not accept the images, microfilm can not be created, therefore not allowing the hard copy to be destroyed. Unable to send BOR material scanned by 3SG to Archive Writer. A sample of the BOR material was scanned in-house and was sent to the Archive Writer successfully in

August of 2004.

After some discussion on how to proceed; Mr. Hanks stated that the County had a \$100,000. backlog project that does not work and that he trusted Mr. Yost on any further action to do with the imaging project. Mr. Yost suggested that Ms. Shaw and Mr. Williams compile a list of concerns and make an appointment to review the contract and statement of work with the Prosecutors office. Mr. Yost requested the appointment be made with him. The Records Commission agreed to proceed with Mr. Yost's suggestion.

With no further business Mrs. Antonoplos made the motion to adjourn the meeting, Mrs. Conklin seconded the motion. Meeting adjourned.



Christine Shaw
Records Commission Secretary



Deborah Martin, chairman
President, Board of Commissioners



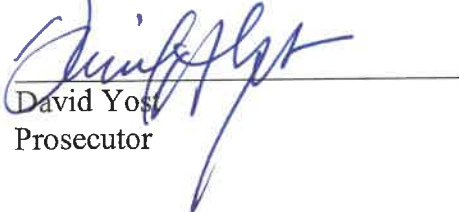
Jan Antonoplos
Clerk of Courts



Kay Conklin
Recorder



Todd Hank
Auditor



David Yost
Prosecutor