

Delaware County  
**Commissioners**

FAY L. PARROTT  
MERLIN SHEETS  
ROY JACKSON



BRIAN E. STANFILL  
*County Administrator*  
JEAN HATFIELD  
*Clerk*

**Delaware County Records Commission  
Agenda  
June 27, 1991**

- |          |  |
|----------|--|
| 9:00 AM  | Approve Minutes from Previous Meeting          |
| 9:15 AM  | Consideration for New Records Center Equipment |
| 10:00 AM | Approval of Records Retention Schedules        |
| 10:15 AM | Any Further Matters for Discussion             |
|          | Adjourn to View New Records Center Facility    |



Delaware County  
**RECORDS CENTER**

Minutes From the Delaware County Records Commission

June 27, 1991

This meeting of the Delaware County Records Commission was held in the County Commissioners Hearing Room and was presided over by Roy Jackson, chairman.

Members Present: Roy Jackson, Betty Porter, Jon Peterson, Darrin Ebbert

The first order of business was to approve three retention schedules from E.M.S., the Dog Warden and Building Regulations. All schedules met with the approval of the Records Commission and were signed by Roy Jackson.

The next order of business was the approval of proposed equipment purchases for the new County Records Center located at 50 Channing Street. Mr. Ebbert handed out information pertaining to each individual piece of equipment along with quoted prices. After some discussion and inquiries by the Commission, the equipment was approved for purchase.

In matters of old business, the seven updated retention schedules which were submitted to the Records Commission on April 26, were approved and returned to the County by the Ohio historical Society and the State Auditor's office.

The Records Commission decided to meet again in a few weeks to take a tour of the new Records Center as it nears completion so as to get an idea of how the operation will run and where everything will be located.

Darrin L. Ebbert

Records Commission Secretary

11/14/91

Kay Conklin telephoned to report that she did not attend the 6/27/91 meeting of the Records Commission. Minutes hereby corrected.

C. Fairbrother  
Sec'y.

Delaware County Records Center, 50 Channing Street, Delaware, Ohio 43015

cc to R. Jackson, 11/14/91 (614) 368-1844

(614) 548-7313, Ext. 1844

I would like to submit the following list of equipment to the Records Commission for consideration and approval of purchase. I believe each item is essential to the Records Center's designated purpose and will provide the County with several key services ie. shredding, microfilming, storage and copying, as well as providing a solid base on which to build. I have taken careful measures to stay below the 50,000 dollar allotment for the Records Center's 1991 budget, but I also believe the equipment I have chosen is the best merchandise for the prices quoted to me. The following is a list of those items, their quoted prices and a brief description of their functions and usefulness to the operation of the new Records Center:

**Minolta DAR 2800 Camera w/film unit and auto feed unit:**

Provides two automatic document feeding modes, ADF and SADF. ADF films at 45 sheets per minute. In SADF mode the operator activates the filming process manually for special settings and adjustments. Handles double sided documents and ejects them automatically. Automatically determines the size of the document and selects both the correct reduction ratio and the proper focus, eliminating need for manual adjustments. Planetary, desktop. Essential for County's microfilming. Time saving, easy to operate, extremely more productive than manual planetary camera.  
Cost: 13, 641.00 Assured Micro Services

**AMS 300 Paper Shredder w/ extra large removable feed tables:**

105 sheet capacity, conveyor fed paddle wheel crusher, 1 year warranty, shreds 400 to 600 lbs. per hour 30% factory discount. Capable of handling the County's shredding needs; not too large for the job and not too small if things pile up.  
Cost: 6,930.00 Ameri-Shred Corp.

3 phase.

**Canon PC Printer 80 w/ 16mm - 35mm motorized carrier, fiche carrier, work station and one PC 80 cartridge.**

Mounted on casters, has capability to view microfilm and fiche by interchanging parts. Produces quality images on plain, letter-size paper, holds up to 100 letter-size sheets in cassette. Necessary for any copying of microfilm onto paper. Will produce revenue for the Records Center.  
Cost: 5,855.00 Couzins Microforms

Macintosh IIsi 3/40 hard drive w/ portarit display, adapter card, extended keyboard, personal laserwriter NT, stand, MS Word, Phone Net Connectors.

Basic PC with Word software package. Needed for basic automation of cataloging records, their location and other pertinent information concerning records retention and disposition. Other uses include general clerical functions.

Cost: 5,591.19 Apple

**Minolta 5400 Copier, includes one color unit, one automatic document feed, duplexing unit.**

40 copies/minute, front loading drawers, 1,750 sheets of paper on line, 4 page to 1 page booklet feature, memory card option, department account number feature. Necessary to produce paper copies of documents and ledgers as well as clerical functions within the office. Also a source of revenue for the Records Center.

Cost: 6,555.00 Capitol Copy

**7 Drawer MML microfilm/microfiche filing cabinets:**

Quantity-4, cabinets are usable for either film or fiche, baked enamel finish. Needed for proper storage of microfilm and fiche.

Cost: 1,021.44 ea. (includes delivery) Altek Systems

**740 Reader w/ fiche attachment and 360 degree image rotation**

Quantity-3, for public use to research microfilm or fiche in public area of Records Center. Manual rollfilm attachment. Extra-long life lamp and no glare screen. 11" x 11" screen. Needed for public to review microfilm located at Center.

Cost: 562.73 ea. Altek Systems

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