

# RECORDS COMMISSION MEETING MINUTES

April 23, 2007

1:00 PM

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## **CALL TO ORDER**

President, Board of Commissioners, Tim Bubb called the Licking County Records Commission meeting to order at 1:00 p.m. in the Donald D. Hill County Administration Building, Meeting Room D, 20 South Second Street, Newark, Ohio.

Commissioner Bubb welcomed everyone.

## **ROLL CALL**

### ***Members Present:***

Tim Bubb                      Gary Walters                      Bryan Long                      Terry Evans

### ***Members Absent:***

Bob Becker

### ***Records Commission Secretary:***

Pam Jones

### ***Others Present:***

Robert Smith                      Bev Adzic                      Laurie Pitchford                      Doug Smith  
Garry McAnally                      Zane Wachtel                      Marcia Phelps                      Sue Wadley  
Scott Hankinson

## **APPROVAL OF MINUTES**

Commissioner Bubb asked for any corrections to the February 5, 2007 minutes. Being none, Terry Evans made a motion to approve the minutes, Gary Walters seconded. All were in favor. Motion carried.

## **GUEST SPEAKER – ROBERT SMITH**

Mr. Smith, before retiring in 2005, administered the Montgomery County Records Center for nine years. He currently teaches records management and archival administration at the graduate level at Wright State University. He has consulted with numerous organizations and has helped establish record centers and archives in a variety of institutional settings. Mr. Smith gave a Power-point presentation on the components of a Records Facility and Records Management. Mr. Smith explained the following:

- 1) Value of a Records Center
  - a. Cost efficient
  - b. Space efficient
- 2) Criteria for choosing a records center facility
  - a. Space requirements
  - b. Security
  - c. Location – 4-5 blocks away
  - d. Floor Strength
  - e. Temperature and Humidity control
- 3) How to estimate space requirements for a records center
  - a. Use an inventory if one is available – if not, plan on 1/3 of total inventory of records.
  - b. Plan for expansion: leave room for 25%.
- 4) What areas will be needed for a Records Center:
  - a. Processing area

- b. Reference area
  - c. Staging area
  - d. Disposal area
  - e. Storage area
  - f. Administrative area.
- 5) What type of equipment would be utilized and needed
- a. Copy machine -
  - b. Media equipment (microfilm, scanned images, desks, etc.
  - c. Plenty of good lighting – should be centered over aisles between rows
  - d. Plenty of tables and chairs
  - e. Ladders, carts, flatbeds
  - f. Shelving – Front and back access at least 6 feet high, 36 inches deep.

Mr. Smith highly recommends hiring someone that has knowledge of Records Centers. May be expensive at first but in the long run it will pay off. In order to provide good service, you need to know whom your customers and users are going to be. Need to set guidelines of using the facility and have a tracking system in place. The Commission members thanked Mr. Smith for his information.

### **ADJOURNMENT**

*Mr. Long made a motion to adjourn.*

*Mr. Walters seconded the motion.*

*All members were in favor. Motion carried.*

*Meeting adjourned at 3:20 PM*

Respectfully submitted by: Pam Jones Deputy Clerk  
Secretary-Licking County Records Commission  
Meeting – Audio Taped