

RECORDS COMMISSION MEETING MINUTES

February 5, 2007

1:30 PM

CALL TO ORDER

President, Board of Commissioners, Tim Bubb called the Licking County Records Commission meeting to order at 1:32 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

Records Commission Secretary:

Pam Jones

Others Present:

Barb Lanthorn Sher Davis Ann Anderson Laurie Pitchford Nola Rogers
Kelli Cottrell Bruce Smith Angie Koontz Chad Fuller Ken Oswalt

APPROVAL OF MINUTES

Commissioner Bubb asked for any corrections to the September 25, 2006 minutes. Being none, Terry Evans made a motion to approve the minutes, Gary Walters seconded. All were in favor. Motion carried.

SCHEDULE RECORDS RETENTION AND DISPOSITION-REVISED

Licking County Transit Board-Submitted by Lorretta Frenton. Ms. Laurie Pitchford (*Fiscal Officer for Planning and Transit Board*) explained the Transit Department updated the RC-2 Form to follow the funding source regulations for Job and Family Services.

Mr. Long made a motion to approve the revised schedule of records retention and disposition for the Licking County Transit Board.

Mr. Evans seconded the motion.

All members were in favor. Motion carried.

Records Commission Member Robert Becker arrived to the meeting at 1:40 PM.

Licking County Prosecutor's Office – Delinquent Tax Dept. – Submitted by Dennis Dove. Ms. Sher Davis (*Administrative Assistant*) explained their office revised the RC-2 Form to update 02-17, 02-18 and 02-19. Mr. Walters made a motion to approve the revised schedule.

Mr. Evans seconded the motion.

Mr. Becker asked the Board to consider deleting 02-17 to the motion concerning Electronic Mail (email). His office is investigating the email issue and does not believe it needs to be retained until no longer of administrative value.

After some discussion, Mr. Becker made a motion to amend the motion to approve the Delinquent Tax Department's RC-3 Form with the exception of 02-17 which should be crossed off from the RC-3 document before submitting to OHS.

Mr. Evans seconded the motion.

All members were in favor. Motion carried.

REQUEST FOR ONE-TIME RECORDS DISPOSAL

Licking County Clerk of Courts – One-time records disposal submitted by Gary Walters and Charlotte Becker.

Mr. Walters made a motion to approve the One-Time Records Disposal.

Mr. Becker seconded the motion.

All members were in favor. Motion carried.

Licking County Health Department- One-time records disposal submitted by Joe Ebel and Barb Lanthorn.

Mr. Walters made a motion to approve the One-Time Records Disposal.

Mr. Evans seconded the motion.

All members were in favor. Motion carried.

Licking County Child Support Agency– One-time records disposal submitted by Nancy Johnson and Bruce Smith.

Mr. Long made a motion to approve the One-time Records Disposal.

Mr. Becker seconded the motion.

All members were in favor. Motion carried.

CERTIFICATE OF RECORDS DISPOSAL SUBMITTED TO BOARD

These documents serve as a notification to the Records Commission and the OHS, that the office intends to dispose of the records listed on the form. The department prepares and sends the RC-3 Form a minimum of (15) business days before the proposed disposal date.

1. Clerk of Courts
2. Licking County Treasurer's Office
3. Licking County Prosecutor's Office – Delinquent Tax Dept.
4. Licking County Planning Commission

OTHER BUSINESS

1. Ms. Jones briefly explained the memo that was sent to Elected Officials, Department Heads dated December 6, 2006, concerning the storage of the 2006 records. (*Memo included in 2007 minute file*)
2. Bryan Long reported on the shredding activities his office has completed for various Licking County departments. They have shredded approximately 85 bags of material for the Clerk of Courts office and 47 bags for the Health Department. Mr. Long is pleased with the process and the outcome of the shredding project. His office will continue to shred documents according to the ORC as they receive requests from various Licking County departments.
3. Pari Swift, OHS and Jelain Chubb, State Archivist reported on the condition of the records that are stored in the attic of the Licking County Courthouse. Ms. Swift stated the records are in poor condition but there is no evidence of mold damage. There is significant local history that is being stored and she suggested before moving these documents, vacuum them off and index. She also suggested using trustees from the jail to move these files. The documents should be moved into an intermediate place before permanently storing them in the new records center. Licking County should record and conduct an inventory database. Ms. Chubb told the members that scanning the documents are an excellent way to store documents but microfilming has a life span of 500 years. She recommended changing any current scanned images into microfilm. Computer programs that we are using now may not be compatible with computers 10-30 years in the future.
4. Chairman Bubb suggested the Records Commission Board members tour other Records Center facilities. Ms. Swift recommended contacting Bob Smith who was the Director of the Montgomery County Records Center since it's inception in 1995. He retired from that position in 2005. He teaches at Wright State University on Records Centers and performs consulting work on the side. Ms. Swift will provide Commissioner Bubb with Mr. Smith's contact information.

5. Prosecutor Bob Becker and Assistant Prosecutor Ken Oswalt briefly discussed Licking County's email issue. They would like to come up with a policy that is functional for all Licking County offices. They are in the process of determining how long of a retention period is necessary for e-mails. Mr. Chad Fuller, IS Director spoke about the retention of e-mail and the capability of each department to retain or delete e-mails. The County Commissioners approved the purchase of software that would archive e-mail. He explained, if a person were to request e-mails from a department, this software could index those e-mails and the county could provide the documentation that was requested. The Board members decided to discuss this issue further at a later date when all e-mail retention schedule information has been received from the State and local level.

ADJOURNMENT

Mr. Becker 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