

## RECORDS COMMISSION MEETING MINUTES

May 22, 2008

2:30 PM

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### CALL TO ORDER

President, Board of Commissioners, Tim Bubb called the Licking County Records Commission meeting to order at 2:30 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                      Ken Oswalt                      Bryan Long                      Terry Evans

*Records Commission Secretary:* Pam Jones

#### *Others Present:*

Tyler Ridella                      Mark Van Buren                      Marty Snavelly                      Greg Crist

### APPROVAL OF MINUTES

Commissioner Bubb asked for approval of the February 28, 2008 and April 10, 2008 Minutes. *Mr. Oswalt made a motion to approve the minutes. Mr. Walters seconded the motion. All members approved. Motion carried.*

### BUSINESS

Records Commission Manager/Archivist job description was discussed. (*Draft Job description located in Records Commission minutes file.*) Members expressed the job description was comprehensive, complete and sufficiently covered. All agreed the position needs someone with experience and skill. Mr. Long provided the members with a proposal letter regarding the Licking County Records Center. (*Letter located in Records Commission minutes file.*) Mr. Long volunteer his services along with Chief Deputy Greg Crist to oversee the everyday management of the records center and his staff would help with the scanning and indexing of the records. The Records Office currently has various types of scanners and an indexing system. This equipment could be utilized for the Records Center purpose if the Records Office were involved. There were some concerns spoken by the Board members:

- 1) Time
- 2) Manpower to accomplish the goal.
- 3) Knowledge and expertise regarding each Dept.'s records and coordination with what the State requires.

*After much discussion a motion was made by Gary Walters to create a job description for the Records Commission and Archives Coordinator and post this job description as soon as possible. Ken Oswalt second the motion. All members were in favor. Motion carried.*

The job description will reflect the following: Individual will work with County Recorder in assisting County officials with Records Center design review and space need requirements.

Commissioner Bubb reported the Board of County Commissioners have been discussing possible staging area locations to house Licking County records that are currently being stored in various locations in Newark.

Criteria: dry, large, well- lit area. Next Working Group meeting with Bob Smith will take place on May 28, 2008 at 3:00pm in Room A.

### ADJOURNMENT

*Mr. Walters made a motion to adjourn.*

*Mr. Long seconded the motion.*

*All members were in favor. Motion carried.*

*Meeting adjourned at 3:40PM*

Respectfully submitted by: Pam Jones Deputy Clerk -Secretary-Licking County Records Commission