

RECORDS COMMISSION MEETING MINUTES
September 14, 2009
1:30 PM

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, Ken Oswalt, Bryan Long, & Gary Walters

Members Absent: J. Terry Evans

Records Commission Secretary: Katy Klettlinger

Others Present:

Angela Spray
Jennifer Donegan
Tony Stucco

Chad Shutts
Angie Koontz
Bryan Long

Gary Walters
Tyler Ridella
Brad Feightner

APPROVAL OF MINUTES

Commissioner Bubb asked for corrections to the July 16, 2009 minutes.

Being none, Mr. Walters made a motion to approve the minutes, Mr. Long seconded. All were in favor. Motion carried.

STUDY RESULTS OF ELECTRONIC DOCUMENT (EDM) STUDY

Ms. Klettlinger presented the results a study requested by the Records Commission at the July 16th meeting. The study focused on countywide microfilm trends and the need for EDM. Klettlinger reported that over 1,000,000 digitized images of permanent value were currently stored in electronic format. If these records were microfilmed offices would have more paper storage space, costs would be cut down on records retrieval, and the microfilm would serve as a disaster recovery tool. A cost analysis was presented which showed microfilming in house would cost one-half of what departments are spending on microfilming now. Klettlinger concluded by explaining that microfilming is one part of EDM. Creating a full EDM program would benefit all county employees the public by improving access to records for county business and public records request. Money would also be saved on records storage space, staff, and supply costs.

COUNTY EMPLOYEE STATEMENTS

Tyler Ridella and Tony Stucco spoke briefly to the commission about the benefits of electronic access and why it is needed countywide. Mr. Ridella explained how responding to records request has improved since the implementation of Courtview, a case tracking system that digitizes and indexes court cases. He stated that staff timing searching for records have been reduced and records requests on these cases have been answered quickly.

Tony Stucco explained why EDM was needed in the Prosecutor's Office. Currently, the office is finding tracking past opinions that could be forwarded to other parties after they are created is cumbersome. EDM would allow for attorney's to access records from home after business hours and allow for records to be accessed more quickly allowing for staff to work on other cases and tasks. Mr. Stucco noted a particular struggle with organizing email records.

Darrin Baldinelli, Manager of IT, quickly discussed the benefits of EDM and the importance of having a backup microfilm copy of permanent records for disaster recovery purposes. Mr. Baldinelli stated that EDM would improve user access, allow for digitized records to have audit trails, and improve workflow between departments. He also stated that while a DR site was being created for the county, a microfilm backup of permanent records would still be valuable in the case of a large scale disaster.

STATUS OF FUNDING PROJECT

Ms. Klettlinger explained that while the costs to began the microfilm portion of the EDM project was minimal funding was still needed. She explained a desire to have a set amount of money placed into a non-general fund account and that the money would be used over a period of 1 ½ - 2 years to microfilm the 1,000,000+ records of permanent value already in electronic format. She proposed two scenarios for receiving funding. First was to request money from elected officials with non-general fund accounts to front the funds. Her other option was to transfer money from the Records and Archives Department 2009 contract services line item into a non-general fund. Ms., Klettlinger stated she preferred the first option to preserve the general fund, but was open to both scenarios.

After a session of Q and A, the commission asked Ms. Klettlinger the amount of money she thought was needed. After presenting a cost analysis of the project, Ms. Klettlinger responded and stated \$20,000 would be needed. This would include one time costs for equipment, darkroom setup, and some supplies.

Mr. Walters made a motion to request \$20,000 be transferred from the Records and Archives Department contract services line item and into a non-general fund account called Imaging Program.

Mr. Oswalt seconded the motion.

Mr. Bubb called for a roll call vote. No objections to a roll call vote were received.

All were in favor. Motion carried.

Ms. Klettlinger requested a motion for the Records/Archives Department and IT Department research and create a proposal for EDM countywide.

Mr. Oswalt made a motion for the Records/Archives Department and IT Department to pursue the creation of an EDM program countywide.

Mr. Walters seconded the motion.

All were in favor. Motion carried.

ADJOURNMENT

The meeting adjourned at 2:33 p.m.

Respectfully submitted by: Katy Klettlinger, Records/Archives Coordinator
Secretary-Licking County Records Commission

