

PORTAGE COUNTY RECORDS COMMISSION

449 South Meridian Street, 7th Floor Boardroom, Ravenna, Ohio 44266

Meeting Minutes from February 22, 2024

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Records Commissions Agenda and Audio Recording Retention Schedule.

Please contact the Commissioners' Office for specific details.

Present: County Recorder Lori Calcei, Commissioner Mike Tinlin, County Auditor Matt Kelly, and Secretary Kassidy Parbel

Absent: Clerk of Courts Jill Fankhauser and County Prosecutor Vic Vigluicci

Also Attending: Internal Services Director Shannon Kautzman & Records Center Supervisor Glenn Cooper

Chairman Mike Tinlin called the Records Commission meeting to order at 11:17 AM in the Commissioners' Boardroom.

Approval of the meeting minutes from the August 31, 2023, regular meeting

Motion: Matt Kelly

Seconded: Lori Calcei

All in Favor: Matt Kelly, Lori Calcei, Mike Tinlin

Absent: Victor Vigluicci and Jill Fankhauser

I. CHAIRMAN FOR 2024

- A. Ohio Revised Code § 149.38 designates a member of the Board of County Commissioners as Chairman of the Records Commission.

- Motion to appoint Mike Tinlin as Chairman of the Records Commission for a term of one year or until the next organizational meeting of the Board.

Motion: Matt Kelly

Seconded: Lori Calcei

All in Favor: Matt Kelly, Lori Calcei,

Abstain: Mike Tinlin

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries

II. APPOINT A SECRETARY FOR 2024

- A. Motion to appoint Kassidy Parbel as Secretary of the Records Commission for a term of one year or until the next organizational meeting of the Board.

Motion: Matt Kelly

Seconded: Lori Calcei

All in Favor: Matt Kelly, Lori Calcei, Mike Tinlin

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries

449 South Meridian Street 7th Floor, Portage County Administration Building

449 South Meridian Street, Ravenna, Ohio 44266

(330) 297-3600

www.co.portage.oh.us/record-commission

III. ESTABLISH A RULE FOR NOTICE OF THE RECORDS COMMISSION MEETINGS FOR 2024.

- A. Motion To Establish a Rule for Notice of the Public Meetings of the Portage County Records Commission for 2024 to be held in February and August (dates to be determined) in the Commissioners' Boardroom (7th Floor), Portage County Administration Building.

Motion: Lori Calcei
Seconded: Matt Kelly
All in Favor: Matt Kelly, Lori Calcei, Mike Tinlin
Absent: Victor Vigluicci and Jill Fankhauser
Motion Carries

IV. APPROVAL OF RC-2 RETENTION SCHEDULE FOR THE FOLLOWING (ONE MOTION)

- Portage County Adult Probation Department
- Portage County Building Department and Flood Plain Administration

Motion: Lori Calcei
Seconded: Matt Kelly
All in Favor: Matt Kelly, Lori Calcei Mike Tinlin
Absent: Victor Vigluicci and Jill Fankhauser
Motion Carries

V. APPROVAL OF RC-3 DESTRUCTION SCHEDULES (ONE MOTION)

- A. Motion to approve the RC-3 Certificate of Records Disposal for the following:

- Portage County Dog Warden Office and Shelter
- Portage County Engineer
- Internal Services
- Solid Waste District
- Building Department and Flood Plain Administration
- Portage County Board of Commissioners
- Portage County Auditor
- Portage County Recorder

Motion: Lori Calcei
Seconded: Matt Kelly
All in Favor: Matt Kelly, Lori Calcei Mike Tinlin
Absent: Victor Vigluicci and Jill Fankhauser
Motion Carries

Commissioner Tinlin wanted to mention how impressed he is with Mr. Glenn Cooper and the improvements that have been made to the Records Center in the last year. The landscaping around the outside of the building has improved. He also mentions the newly painted interior of the building.

Mr. Cooper states that 100 gallons of paint were used.

Mr. Kelly states that he agrees with Commissioner Tinlin and would like to add that a recent conversation was had about finding room for some older documents, microfilming, or saving them

digitally. A records retention class is scheduled for the Auditor's Office and is being taught by the State Attorney General's Office. During the class Auditor Kelly plans on asking what the benchmark is for the old documentation or the best way to preserve and store it, so it is not lost. He wants some feedback on what other counties are doing around Ohio.

Mr. Cooper explains that digitizing is best due to Microfilming being outdated at this point. The Courts have been scanning documents since 2006.

Ms. Calcei asks if they get rid of hard copies after they are scanned and Mr. Cooper answers, No. He states that will have to be sorted out at some point. You can't digitize and keep the paper copies too.

Ms. Calcei states that in her office it is part of ORC that they microfilm all the items. They outsource the job to Gary Spicer, and he transfers the info to microfilm. Mr. Spicer also destroys documents for the Recorder's Office. She says that she would be happy to refer Mr. Kelly to him if he decides to utilize microfilm.

Director Kautzman reiterates that Mr. Cooper does a wonderful job and the improvements made over the last 20 years are phenomenal.

VI. NEXT MEETING DATE

The next Records Commission meeting will be scheduled in August in the Commissioners' Office, 449 South Meridian Street, Ravenna.

VII. ADJOURNMENT at 11:28 AM

Motion: Matt Kelly

Seconded: Lori Calcei

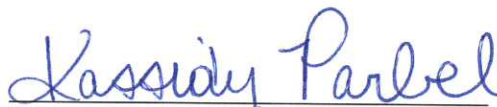
All in Favor: Matt Kelly, Lori Calcei, Mike Tinlin

Absent: Victor Vigluicci and Jill Fankhauser

Motion Carries



Mike Tinlin, Chairman
Records Commission



Kassidy Parbel, Clerk
Records Commission