

PERKINS TOWNSHIP RECORDS COMMISSION
ANNUAL MEETING
December 19, 2023

The Perkins Township Records Commission met Tuesday, December 19, 2023, in the Township Services Facility located at 2610 Columbus Avenue at 1:30 p.m. Present were Chair Jeffrey Ferrell, Fiscal Officer Diane Schaefer, and Ashley Ohlemacher. Also, present were Administrator Gary Boyle, Community Development Director Angela Byington, and Administrative Assistant Lori Hohler.

The purpose of the meeting was to review our present records retention policy and scanning equipment.

Ms. Schaefer had sent an email to the Department Heads asking them to review their section of the records retention policy which was last updated in April 2018. At first there were only a few additions. However, upon further review a number of the records that are listed are only in paper form and the electronic format needs to be added. The retention length of time will also be reviewed.

Ms. Schaefer reviewed the records that were disposed of during 2023. Ms. Hohler has been scanning old time sheets and payroll.

Ms. Hohler asked who determines the retention period. Ms. Schaefer said that the former scan clerk followed the State's guidelines.

Ms. Byington is looking into a program or service to scan their departments plans and blueprints so that they can get rid of their paper files.

There was a discussion regarding the storage issues in SmartSearch.

Mr. Ferrell said that if we needed to have someone come in to get the scanning of old records up to date, we should do it.

Ms. Schaefer noted that most records, such as vouchers and minutes, need to be kept together and cannot be split by years because that defeats the ability to search all records. In the Building Department, the issue is more of how records are filed and the size of their records. At one time the zoning changes were filed by name, instead of addresses.

Ms. Schaefer said that potentially some space can be retrieved in SmartSearch by deleting the extra pages of minutes that were added when previous systems were converted. We will reach out to SmartSearch to see about a cloud-based system.

With nothing further to discuss, the meeting was adjourned at 2:00 pm.

Jeffrey Ferrell, Chairman

Diane Schaefer, Fiscal Officer