DATA PROCESSING BOARD
MINUTES OF MEETING
May 20, 2015

MEMBERS PRESENT: Jim Bahnsen, Carri Brown, Randy Carter, Mark Conrad, Josh Horacek, Beth Lane, Jerry Perrigo, Jon Slater, Kelly Turben, Gene Wood.

Item 1 – Clerk of Courts RC-2
We discussed the RC-2 submission from Clerk of Courts by Branden Meyer. The RC-2 was accompanied by documentation showing the codes and reasoning for changing the years retained on some of the schedules.

Motion to approve: Gene. Second: Jerry. All in favor: 9, Opposed: 0, Abstain: 1.

Item 2 – Common Pleas General Division RC-3
We discussed the RC-3 submission from Common Pleas General Division by Susan Eyerman. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Jon. Second: Jim. All in favor: 10, Opposed: 0, Abstain: Kelly.

Item 3 – Treasurer RC-3
We discussed the RC-3 submission from the Treasurer's Office by Jim Bahnsen. Mark stated that all schedules were within the parameters of the respective RC-2 guidelines.

Motion to approve: Carri. Second: Gene. All in favor: 9, Opposed: 0, Abstain: Jim.

Item 4 – Social Media

The Social Media Policy is available for review on the intranet (http://intranet.co.fairfield.oh.us/pdf/Fairfield-County-Social-Media-Policy-Prosecutor-Revisions.pdf) for future approval.

Item 5 – Central Records Storage

Carri discussed that the county, in specific conjunction with the Clerk of Courts, is investigating setting up a central records storage facility. She stated that departments should begin looking now at what can be destroyed instead of moved.

Item 6 – Imaging Old Documents

Jon discussed that we should be looking into how to image old documents, especially those bound in books, some of larger size.

Item 7 – Electronic Records Management

Carri discussed to companies in reference to electronic records management. Social Solutions has an online case management system that may be suitable for those departments not currently using a case management system. MAPSYS can adapt CRMS to provide some document imaging management.

Item 8 – AIMS

Randy discussed how some of us will be going to each department to begin discussion of scanning needs as it relates to the AIMS implementation, specifically to the MUNIS portion at this time.

Item 9 - Adjournment

Motion to adjourn: Jerry. Second: Gene. All in favor: 10, Opposed: 0, Abstain: 0.

The next board meeting has not been set yet.