

1 RESOLUTION NO. 2010-199

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3 SPONSOR Mr. Pry

4  
5 DATE May 10, 2010 COMMITTEE Planning

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7 **A Resolution confirming an award by the Board of Control of a professional service**  
8 **contract with the Summit County Historical Society for consulting services concerning the**  
9 **County of Summit's records retention program, for the period 1/1/10 through 12/31/10, in**  
10 **the amount of \$51,000.00, for the Executive, and declaring an emergency.**

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12 WHEREAS, the Board of Control, at its meeting held April 21, 2010, awarded a  
13 professional service contract with the Summit County Historical Society for consulting services  
14 concerning the County of Summit's records retention program, for the period 1/1/10 through  
15 12/31/10, in the amount of \$51,000.00; and

16  
17 WHEREAS, County Council has determined by reviewing all pertinent information that  
18 the aforementioned contract is necessary and in the best interest of the County of Summit;

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20 NOW, THEREFORE, BE IT RESOLVED by the Council of the County of Summit, State  
21 of Ohio, that:

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23 SECTION 1

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25 The award by the Board of Control of a professional services contract with the Summit  
26 County Historical Society for consulting services concerning the County of Summit's records  
27 retention program, for the period 1/1/10 through 12/31/10, in the amount of \$51,000.00, is  
28 hereby confirmed, and the County Executive is authorized to execute such contract.

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30 SECTION 2

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32 This Resolution is hereby declared an emergency in the interest of the health, safety, and  
33 welfare of the citizens of the County of Summit and for the further reason of immediately  
34 authorizing a necessary contract for the County's records retention program.

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36 SECTION 3

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38 Provided this Resolution receives the affirmative vote of eight members, it shall take  
39 effect immediately upon its adoption and approval by the Executive; otherwise, it shall take  
40 effect and be in force at the earliest time provided by law.

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42 SECTION 4

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44 It is found and determined that all formal actions of this Council concerning and relating  
45 to the adoption of this Resolution were adopted in an open meeting of this Council, and that all  
46 deliberations of this Council and of any of its committees that resulted in such formal action,  
47 were in meetings open to the public, in compliance with all legal requirements, including Section  
48 121.22 of the Ohio Revised Code.

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INTRODUCED April 26, 2010

ADOPTED May 10, 2010

  
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL

APPROVED May 11, 2010

  
EXECUTIVE

ENACTED EFFECTIVE May 11, 2010

VOICE VOTE: 10-0-1 Yes: Komunale, Crawford, Crossland, Feeman, Kostandaras, Prentice, Rodgers, Schmidt, Shapiro, Smith ABSTAIN: Poda

**EXHIBIT A  
SCOPE OF SERVICES**

**10-199**

The Summit County Historical Society ("SCHS") agrees to perform the services listed below. It is understood by the parties that the list below is a description of the nature of the services to be performed, subject to the specific needs of the County as determined between the parties from time to time.

1. SCHS shall assist the County of Summit Records Commission regarding the rules for document retention and disposal.
2. SCHS shall assist in updating the Records Commission's Rules for Record Retention & Disposal and/or the Public Records Request Policy, when necessary.
3. SCHS shall assist the County Offices and the Records Commission with the preparation and/or updating of Records Retention Schedules (RC-2), the preparation of a Certificate of Records Disposal (RC-3), and when necessary, an Application for One-Time Disposal of Obsolete Records (RC-1).
4. SCHS shall assist the Records Commission with the scheduling and organization of County-wide records disposal.
5. SCHS shall assist with the organization of the County records.
6. SCHS shall inspect microfilm at the Records Center for adverse conditions, including, but not limited to, mold fungus, moisture accumulation and film emulsion.
7. SCHS shall send representatives to statewide meetings of archivists and records managers, including, but not limited to, meetings held by the Ohio Historical Society, County Archivists and Records Management Association (CARMA).
8. SCHS shall keep the Records Commission informed of electronic records and digital imaging issues.
9. SCHS shall have a representative at the Records Center two (2) days each week for four (4) hours each day.
10. SCHS shall keep the Records Commission informed regarding the activities at the Records Center and any contact with County Offices.
11. SCHS shall create a database for the records located at the Records Center.
12. SCHS shall assist Court personnel in complying with the Ohio Supreme Court's Rules of Superintendence.