



MINUTES

Cumberland County Records Improvement Committee Meeting

April 20, 2021 – 3:00 p.m.
Commissioners' Hearing Room
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: www.ccpa.net

Present via Zoom: Commissioners Gary Eichelberger, Jean Foschi, and Vincent T. DiFilippo; Kelly Neiderer, Treasurer; Lisa Grayson, Register of Wills.

Staff Present via Zoom: Stacy M. Snyder, Chief Clerk; Tamie Hershey, Office Manager; Mark Adams, Executive Secretary of the Records Improvement Committee.

Department Staff Present via Zoom: Barb Bartos, IMTO; Jody Smith, Sheriff's Office.

Call to Order: Mark Adams called the meeting to order.

Public Comment: None.

Approval of Meeting Minutes: Kelly Neiderer made a motion to approve the minutes of January 19, 2021. Commissioner Jean Foschi seconded the motion and the motion carried.

Finance Report/Budget Review: Mark reviewed the Records Improvement Fund as of April 16, 2021(see attached). He discussed the Records grant ends in May 2021 and the Register of Wills scanning project has no end date.

Summary of Draft Preservation Guidelines: Mark indicated the draft was for informational purposes and the document will be presented for review in the future. Barb mentioned that most archivists would not find any objections to the policies.

Project Reviews:

- a. **2012 Register of Wills Scanning and 2017 Register of Wills Book Scanning/Rebinding:** Lisa reviewed that not much progress has been made on these projects. Scanning companies that were contacted are hesitant to take on the job because of the age of the documents. The preference is to have a company come in to do the work rather than send the documents off site. Discussion ensued.
- b. **2018 PHMC Archival Grant (Cumberland County Appearance Dockets 1771-1776):** Barb mentioned the grant ends in May 2021. She explained the focus has been on documents from 1761 through 1776 with more than ten thousand documents cleaned and nine years of documents scanned. Barb indicated they have since discovered there are more documents to complete. A full report is to be written in January and it will be shared when completed.

New Project Requests: Kelly indicated she may have a new project request at the next meeting.

Other Business: None.

Adjourn: There being no further business to discuss, the meeting adjourned.

Respectfully Submitted,

Tamie Hershey,
Office Manager

Cumberland County Records Improvement Fund

Financial Report:

4/16/2021

114,392.28 Assets

(2,464.08) Liabilities

111,928.20 Remaining Fund Balance

Current Projects (Remaining Expenses)

Date	Original Amt	Remaining Amt	Project Description
8/22/2012	50,000.00	19,233.14	Scanning - Register of Wills
10/3/2017	15,000.00	15,000.00	Book Scanning / Rebinding - Register of Wills
7/23/2018	15,000.00	2,630.76	PHMC Grant - Records Care (Appearance Docket Papers)
		36,863.90	Project Remaining Expenses

Current Non-Project (Remaining Budget)

(37,111.85) Revenue

47,039.08 Salaries & Benefits

17,705.56 Expenses

27,632.79 Non-Project Remaining Expenses

47,431.51 Estimated Year End Fund Balance