



MINUTES

Cumberland County Records Improvement Committee Meeting

October 19, 2021 at 3:00 p.m.
Commissioners' Hearing Room
Courthouse, Carlisle, PA

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

Present: Lisa Grayson, Register of Wills; Dennis Lebo, Clerk of Courts; Andrew Ott, Deputy Treasurer; Jody Smith, Deputy Sheriff; Mark Adams, Executive Secretary of the Records Improvement Committee.

Present via Zoom: Commissioners Gary Eichelberger, Jean Foschi, and Vincent T. DiFilippo.

Staff Present: Tamie Hershey, Deputy Chief Clerk; Angela Smyser, Executive Assistant.

Department Staff Present via Zoom: Barb Bartos, IMTO; Tammy Shearer, Recorder of Deeds.

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

Public Comment: None.

Approval of Meeting Minutes: Lisa Grayson made a motion to approve the minutes of April 20, 2021. Dennis Lebo seconded the motion and the motion unanimously carried.

Approval of 2022 Budget: Mark Adams summarized the 2022 Budget. (See attached)

Dennis Lebo made a motion to approve the 2022 Budget. Andy Ott seconded the motion and the motion unanimously carried.

Approval of Preservation Policy Revision: Barb Bartos described the change to item 6 on the Preservation Policy, which is noted in red. (See attached)

Commissioner Foschi made a motion to approve the Preservation Policy Revision. Andy Ott seconded the motion and the motion unanimously carried.

Project Reviews:

- a. **2012 Register of Wills Scanning Project:** Lisa Grayson explained no progress has been made on this project due to being short staffed. She indicated they are now fully staffed and hope to resume work on this project soon as there are over nineteen thousand documents to be scanned

- b. **2017 Register of Wills Book Scanning/Rebinding:** Lisa Grayson explained no progress has been made on this project due to being short staffed. There are over fifteen thousand remaining to be scanned. She hopes to resume work on this project soon.
- c. **2018 PHMC Archival Grant (Cumberland County Appearance Dockets 1771-1776):** Barb Bartos explained that this Grant has helped them identify and locate records that were missing from this era of archives. She explained they have been able to improve accountability and accessibility to these documents.

New Project Requests: None.

Archives 6 Month Report (January-June): Barb Bartos summarized the activities of the Archives department from January through June of 2021. (See attached)

Discussion of PHMC's Security Microfilm Program (SMP): Mark Adams explained that the State's archive is moving to a new location. He explained that Cumberland County has the option to either pay a storage fee to keep these records at the current location, terminate participation in the program and move the records back to Cumberland County, or have the records moved to the new location at no additional cost. Discussion ensued.

Tammy Shearer expressed a concern that the insurance coverage on these documents is not enough and that it should be increased. Discussion ensued.

Tammy Shearer and Mark Adams both recommended moving forward with the option to have the records moved to the new location. Mark Adams clarified he will submit this recommendation to the Board of Commissioners for their approval.

Other Business: Barb Bartos shared that a new employee, Valerie Sebestyen, has been hired to work in Archives. She explained this employee comes highly recommended and will be a great asset to the team.

Commissioner Eichelberger shared that he was contacted by a legal archivist from outside the area who was very pleased with help he received from Cumberland County, specifically Barb Bartos.

Lisa Grayson expressed concern over the PPE, specifically hand sanitizers, being stored in the Archives building. Mark Adams expressed he will reach out to Facilities to address this issue.

Adjourn: There being no further business to discuss, Lisa Grayson made a motion to adjourn the meeting. Dennis Lebo seconded the motion and the meeting adjourned.

Respectfully Submitted,

Angela Smyser,
Executive Assistant