



# MINUTES

## Cumberland County Records Improvement Committee Meeting

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

Phone (717) 240-6150 Website: [www.ccpa.net](http://www.ccpa.net)

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

**Staff Present via Zoom:** Stacy M. Snyder, Acting Chief Clerk; Tamie Hershey, Office Manager.

**Department Staff Present via Zoom:** Mark Adams, Barb Bartos, IMTO; Ron Anderson, Sheriff; Kelly Neiderer, Treasurer; Lisa Grayson, Register of Wills; Dennis Lebo, Clerk of Courts; Tammy Shearer, Recorder of Deeds

**Others Present via Zoom:** None

**Call to Order:** Mark Adams called the meeting to order at 3:02 p.m.

**Public Comment:** None.

**Approval of Meeting Minutes:** Ron Anderson made a motion to approve the minutes of December 10, 2019. Lisa Grayson seconded the motion and the motion carried.

**Finance Report/Budget Review:** Mark Adams gave an overview of the 2021 budget and opened for questions and discussion. (see attached) Tammy Shearer provided information on prior years' statistics.

**Approval of the Budget:** Lisa Grayson made a motion to approve the 2021 budget. Commissioner Foschi seconded the motion and the motion unanimously carried.

### **Project Reviews:**

- **PHMC Grant** – Barb Bartos gave an overview stating that the grant ends in May 2021 unless there is a need to ask for an extension.
- **Existing Projects** – Lisa Grayson stated the scanning projects are behind schedule and explained that the staff's focus has been the rule changes in Orphans' Court as well as COVID-19 restriction set-backs. There was discussion of outsourcing and part-time temporary help to work on projects.

**Project Requests:** None.

**Other Business:**

- Mark Adams mentioned he worked with the Commissioners' Office to schedule quarterly meetings in 2021.
- There was discussion regarding storage space and the need to expand. Mark Adams summarized he will meet with John Lopp, in Facilities Management, to review costs and look into grants. There was discussion as to the definition of permanent records. Barb Bartos indicated the State's guidelines are used by IMTO archives.
- Barb mentioned CNRC records need to be maintained by the County in the event the nursing home is sold.
- Discussion ensued regarding the location of records and the various methods to save records.

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

The next Records Improvement Committee meeting is Tuesday April 20, 2021 at 3:00p.m.

Respectfully Submitted,

Tamie Hershey,  
Office Manager