



MINUTES

Cumberland County Records Improvement Committee Meeting

January 21, 2025 at 1:30 p.m.
Commissioners' Hearing Room
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: www.cumberlandcountypa.gov

Present: Prothonotary Dale Sabadish; Register of Wills Lisa Grayson; Sheriff Jody Smith; Mark Adams, Executive Secretary of the Records Improvement Committee.

Present Via Zoom: Commissioners Kelly Neiderer, Jean Foschi, and Gary Eichelberger; Clerk of Court Dennis Lebo.

Staff Present: Angela Smyser, Deputy Chief Clerk; Desirée Diaz-Ortiz, Executive Assistant; Jill Kurutz, IMTO; Barb Bartos, Archives.

Call to Order: Mark Adams called the meeting to order at 1:30 p.m.

Roll Call: Commissioners Kelly Neiderer, Jean Foschi, and Gary Eichelberger; Prothonotary Dale Sabadish; Register of Wills Lisa Grayson; and Sheriff Jody Smith were present.

Public Comment: None.

Approval of Meeting Minutes: Sheriff Smith made a motion to approve the minutes of October 1, 2024. Prothonotary Sabadish seconded the motion and the motion carried.

Discussion of the Financial Report: Mark Adams presented the financial report (see attached). Mark stated that the Farmland Preservation Archiving (Planning) project is approaching its three-year term expiration in July 2025 and if there is no activity on that project then the \$16,000 will be recouped.

Mark Adams explained the records improvement plan is under review, including the consideration of moving salaries currently covered by the records improvement fund elsewhere. Discussion ensued.

Update and Discussion of Active Projects:

- a. **2022 Farmland Preservation Archiving:** Mark Adams reported that no update has been received.

Clerk of Courts Lebo joined the meeting.

Archivist Updates: Barb Bartos shared the Archivist Update (see attached).

Other Business: None

Adjourn: There being no further business to come before the committee, Sheriff Smith made a motion to adjourn the meeting.

Respectfully Submitted,
Desirée Diaz-Ortiz, Executive Assistant

Cumberland County Records Improvement Fund

Financial Report:

1/17/2025

191,333.70 Assets

(9,176.08) Liabilities

182,157.62 Current Fund Balance

Current Non-Project (Remaining Budget)

(61,800.00) Revenue

72,482.95 Salaries & Benefits

28,682.00 Routine Expenses

39,364.95 Non-Project Remaining Expenses

Current Projects (Remaining Budget)

Date	Original Amt	Remaining Amt	Project Description
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7/12/2022	16,000.00	16,000.00	Farmland Preservation Archiving (Planning)
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16,000.00 Project Remaining Expenses

* Cancelled Project Funding

Date	Unspent Amt	Project Description
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-		Project Remaining Expenses
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126,792.67 Estimated Year End Fund Balance

ACCOUNTABILITY**ACCESS****PRESERVATION****Accountability & Access**

1. Inventories New:	11	(See Reverse for list)
2. Inventories working on	3	(See Reverse for list)
3. Accessions/Transfers Log:	4	(See Reverse for list)
4. Deaccessioned Record Series:	0	
5. SCANS: Preservation + Web Site	(Asst. Archivist)	(See Reverse for list)

Records Inquiry/User Log (July-Dec): 137*: 100% response**

External Customers: 111 (81%); Internal Employees: 26 (19%)

On-site Service: 59 (43%); E-mail: 55 (40%) Phone: 23 (17%)

*Achieved archival response standard: 100% (**does not include web site access by inquirers)

Records Data Base: 1. Preparation for 2025 All-County Records Inventory**Preservation – Five Year Preservation Plan**

(See Reverse for list)

OTHER MAJOR ACTIVITIES**Disposal Logs: 3**

1. Finance 2. Conservation District 3. District Courts

Grants: 1

1. Consideration of a National Historical Publications and Records Commission for a 2025 application

Document Recovery: 11. E-bay searches found + printed (Asst. Archivist)
2. Citizen return of over 109 documents from 1750s – early 1800s**Internship: 1**

1. Shadowing module for Mechanicsburg student

Legal: 1

1. CCHS MOU – Unresolved issue Microfilm

Out-Reach: 21. Archives hosted PA State Archives interns and staff for tour
2. Institutional relationships continued with Cumberland County Historical Society, State Archives, AHEC, Franklin County Archives, etc.**Rank Label Upgrades: 75**

(Asst. Archivist)

Volunteer 1

1. Grace Lu

Other Activities:**Researcher Publications:**

1. Working with 2 researchers: topics 1) Messiah College 2) Pottery

Records Managers: 3

1. Employee Portal content with IMTO for Archives centralizing Records Manager information.

2. MAJOR projects with Orphans' Court and Reg. Wills and Facilities

3. End of year Reminders (disposals, records removed from Archives, etc.)

Reports: 4

1. 2024 RIC July-Dec 2024 Report 2. 2024 RIC Environment Report

3. Budget changes monthly report 4. New Web Posting 2024

(5) Processing Guidelines – working on

Storage: 1

1. Orphans' Court Marriage Dockets organized in Cage 2

Security:

1. Reports showing entries by County employees

Supervision:

1. Asst. Archivist: a. Weekly meets b. Goals 2025 3. Evaluation 2024

Supplies: 3

To Offices and Departments: 1. Reg. Wills 2. Tax Claim

3. Archival Supplies: \$4,950 for 2024

Staff Development: 4

1. IMTO Cyber Security 2. Collection Research 3. Fire Drill 4. Windows 11

Succession Plan - COOP:

1. Working on

Watermarks Colonial+PA

1. Continued identification/documentation (Asst. Archivist)

SUPPORT DETAILS FROM COVER PAGE

Inventories New and on the Archives Website 11

1. Clerk of Courts: Prisoner Paroled Reports 1938-1930 (1 inventory)
2. Prothonotary: Execution Writs Colonial 1763-1768 (6 inventories)
3. Prothonotary: Adoption Index 1855-1925 (1 inventory)
4. Orphans' Court: Case Papers 1876 (1 inventory)
4. Register of Wills: Estate Index A-Z (1 inventory)
5. Register of Wills: Vendue Index A-Z (1 inventory)

Series Worked On: 3

1. All Offices: Problem Boxes for Record Series identification to file
2. Clerk of Courts: Indictments 1804
3. Orphans' Court: Administrator and Executor Accounts
(transfer of bins A-N (about 6,000 + documents), justified order with Missing slips inserted)

Scanning <u>Focus Project</u>:	Asst. Archivist	Documents	Images
1. Clerk Courts: Constable Returns 1830...1927		3,989	4,264
2. Orphans' Court: Vendues (Ws partial, U-Z)		335	2,601
3. Clerk Courts: Election Returns – General Elections		<u>114</u>	<u>234</u>
PRESERVATION SCANS TOTAL		4,438	7,047
4. Past Scans Corrected (several Offices)		NA	1,019
5. Researcher and Employee scan requests			168
TOTAL SCANNED IMAGES			8,286

Accessions Register: 4

Record transfers to Archives:

- #2024.013 Orphans' Court: Marriage Dockets (240 Volumes)
- #2024.014 Commissioners: Prison Board Minutes (10 binders)
- #2024.015 Tax Claims: Upset Sales (2 boxes)
- #2024.016 Orphans' Court: Administrator & Executor Accounts
A-N papers (about 6,000+ documents)

Preservation Projects: 2017-2025

(both physical preservation protection and intellectual control information)

Format	Office	Series	Summary of Actions
VOLUMES	Prothonotary	All Volumes	Date slips inserted for easier volume access when dates NOT on spine.
VOLUMES	All offices	All Volumes	Research for a book scanner to purchase (Asst. Archivist)
PAPERS	Elections	Workpapers	Waiting for Elections to review
PAPERS	Orphans' Court/Reg Wills	Many 1750-1950s	Removal from Reg Wills/Orphan's Court basement; Some series identified and filed; and some inventoried
PAPERS	Juvenile Probation	Case files	Consulting with Juv. Prob. On organizing case files back to the 1920s.
Environment	Archives		Bee situation addressed w/Facilities; RH adjustments

Large and Time-Consuming Project July-Dec 2024

Orphans' Court/Register of Wills:

Removal and order justification of Administrator and Executor Accounts 1750s-1950s (over 6,000+ of some 30,000+) from Reg. Wills/Orphans' Court basement to the Archives. Re-boxing and storage of Marriage Dockets from their Office. These projects are providing their Office with additional space.

Appreciation to Maintenance, housekeeping, and Archival staff working together to address issues.

Environmental Threat	Monitoring	Status	Recommendation
Temperature/Relative Humidity	1. Daily chart readings 2. Facilities also monitors	1. 66 degrees F/44%RH average for year; within archival standard for paper 2. Nate addressed significant Humidifiers + Temperature variations	1. Continue monitoring schedule and Facility continue to monitor remotely
Light	1. Observe for lighting malfunctions	1. UV filtered lights installed 2. Motion detectors for light working 3. Exit, etc. lights working	1. Continue to observe lighting malfunctions; Facilities also monitors for outages
Dirt/Dust	1. Monthly stack dusting 2. Monthly floor sweeping + examination of debris 3. Rank strips for problems	1. Nothing out of ordinary for a warehouse	1+2. Try to keep schedule for sweeping and dusting 3. Rank top strips on hold as top shelf needed for additional box shelving
Air Circulation	1. Weekly fans Rm 1 + 2		1. Try to keep schedule for fans
Biological Agents	1. Observation during monthly stack dusting/sweeping + record processing		1. Continue observations
Pests/bugs/etc.	1. Observation during monthly stack dusting/sweeping and record processing; Vector control traps	Incidents: INFESTATION of yellowjacket bees. Facilities addressed and engaged regular Pest Control service.	1. Continue observations 2. New Vector traps not yet installed 3. SRO to Maintenance to further tighten Rm 3 exterior door – pending.
Pollutants	1. Filters 2. Housekeeping	1. Facilities monitors 2. Best can	1. Maintenance to change filters as needed 2 + 3. Additional cleaning by housekeeping and Archival staff

Humans	<ul style="list-style-type: none"> 1. Handling policies + closed stacks 2. Security swipe cards + master keys for access 	<p>County Employees</p> <ul style="list-style-type: none"> 1. Some employees not following policies and procedures (approved by RIC regarding records access, no food, signing in, etc.) 2. Monthly door swipe report to Archives from Security now in effect. Does not apply to key access. 	<ul style="list-style-type: none"> 1. Continue policies as can; but address implementation of Access policy 2. Pursue employees to sign-in/out; no food/pens, etc. and having swipe keys unnecessarily 3. Pursue request for Security list of who has swipe cards and keys 4. Pursue exterior doors to storage be emergency exits only
Disasters	<ul style="list-style-type: none"> 1. Fire suppression system + extinguishers evaluated by Facilities 2. Water: observation 3. Disaster Recovery Supplies 4. Exit lighting 5. Other 	<ul style="list-style-type: none"> 1. Maintenance monitors + tests 4. Maintenance monitors exit lights 5. Archivist assigned as an Emergency coordinator for the Archives 6. Archives working on COOP plan 	<ul style="list-style-type: none"> 1. Facilities to continue inspections and evaluations 2. Consider water monitors at exterior doors (purchased, but need installation)
Exterior Building	<ul style="list-style-type: none"> 1. Periodic Walk around with check list 2. Daily checking of exterior doors 	<ul style="list-style-type: none"> 1. Litter pick-up 2. Weeds in front pebble section 3. BEE nests eliminated 4. Reminder that loading dock ramp needs to be closed tightly to hinder t/humidity and pests having access to inside building. 	<ul style="list-style-type: none"> 1. Continue litter pick-up 2. Continue pulling weeds and Maintenance spraying 3. Continue looking for outside building concerns. 4. SECURITY: cont. daily checking exterior doors