



# MINUTES

## Cumberland County Records Improvement Committee Meeting

July 8, 2025 at 1:30 p.m.  
Commissioners' Hearing Room  
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: [www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov)

**Present:** Prothonotary Dale Sabadish; Treasurer Kaytee Isley; Clerk of Court Dennis Lebo; Mark Adams, Executive Secretary of the Records Improvement Committee.

**Present Via Zoom:** Commissioner Jean Foschi; Register of Wills Lisa Grayson.

**Staff Present:** Recorder of Deeds Tammy Shearer; Angela Smyser, Deputy Chief Clerk; Audrey Whary, Executive Assistant; Jill Kurutz, IMTO; Barb Bartos, Archives; Melissa Calvanelli, Court Administration.

**Call to Order:** Mark Adams called the meeting to order at 1:32 p.m.

**Roll Call:** Commissioner Jean Foschi; Prothonotary Dale Sabadish; Register of Wills Lisa Grayson; Treasurer Kaytee Isley; and Clerk of Court Dennis Lebo were present.

**Public Comment:** Recorder of Deeds Tammy Shearer shared a handout with a QR code for the Recorder of Deeds Record Notification System. She shared that this is a free service to citizens to receive alerts regarding documents being recorded under their parcel number (see attached).

**Approval of Meeting Minutes:** Treasurer Isley made a motion to approve the minutes of January 21, 2025. Clerk of Courts Lebo seconded the motion and the motion carried.

**Discussion of the Financial Report:** Mark Adams presented the financial report (see attached). Recorder of Deeds Shearer mentioned the Recorder of Deeds fee schedule is under review and therefore there could be a potential increase to the Records Improvement fund. Commissioner Foschi shared that because of the lack of state and federal funding, the county needs to be mindful of how it is spending money. Discussion ensued.

**Update and Discussion of the Active Project: 2022 Farmland Preservation Archiving (Expires July 12, 2025):** Mark stated that the Farmland Preservation Archiving project is approaching its three-year term expiration on July 12, 2025 and if there is no activity on that project then the \$16,000 will be recouped.

**Archivist Updates:** Mark Adams acknowledged Barb Bartos for her twenty (20) years of service to Cumberland County.

Barb Bartos shared the Archivist Update (see attached). Barb highlighted that the amount of records requests has increased significantly from 137 requests in 2024 to 427 requests in 2025.

Barb shared that the Archives Department is currently working on a project with the Register of Wills to remove the old records from the basement area and have them transferred to the Archives building. Barb also shared that the state will be bringing interns to Cumberland County to visit and view the current archiving process.

Mark shared that there have been some improvements made to the Archives Office that will increase safety. He also shared that Barb has been working with IMTO to have more Archives resources available on the employee portal.

**Other Business:** Register of Wills Grayson asked about the possibility of moving salaries to the General Fund so that the Records Improvement fund is not depleted. Mark noted that the Records Improvement Plan is being worked on currently. Discussion ensued.

Tammy Shearer shared that the state records manual has been updated to adjust retention, scheduling, etc. Mark stated that he received a copy and will distribute the manual after it has been reviewed.

**Adjourn:** There being no further business to come before the committee, Treasurer Isley made a motion to adjourn the meeting.

Respectfully Submitted,  
Audrey Whary, Executive Assistant