



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

470 Center Street, Building 4 • 12611 Ravenwood Drive, Suite 350 • Chardon, Ohio 44024

December 28, 2023

Gerard Morgan, County Administrator  
Gauga County Commissioners Office  
470 Center Street, Building #4  
12611 Ravenwood Dr., Suite 350  
Chardon, OH 44024

Dear Mr. Morgan:

Please be advised that during session on December 28, 2023, the Board of County Commissioners took the following action:

*Motion:* by Commissioner Lennon, seconded by Commissioner Spidalieri to approve and execute Resolution #23-2123 by the Geauga County Commissioners to require the County Automatic Data Processing Board to coordinate the management of information resources of the county in lieu of having a County Records Commission and a County Microfilming Board.

Roll Call Vote:	Commissioner Lennon	Aye
	Commissioner Dvorak	Absent
	Commissioner Spidalieri	Aye

Very truly yours,

Christine Blair  
Commissioners' Clerk

c: Automatic Data Processing Board  
Archives and Records Center  
Budget and Finance Manager

# Board of County Commissioners, Geauga County Ohio

Date: December 28, 2023

Resolution: #23-213

## Resolution by the Geauga County Commissioners to require the County Automatic Data Processing Board to coordinate the management of information resources of the county in lieu of having a County Records Commission and a County Microfilming Board

Whereas, a joint effort by the Commissioners, the Microfilm Board, and the Records Commission in 1990 created the Geauga County Archives and in 1996 established the Geauga County Archives and Records Center to house and manage county records; and

Whereas, the Commissioners, the Records Commission and the Microfilming Board adopted an agreement on Nov. 18, 2008 whereby the Geauga County Commissioners became responsible to staff and oversee all document organization, storage, and disposal at the Geauga County Archives and Records Center; and

Whereas, the Geauga County Records Commission and the Geauga County Microfilming Board have passed resolutions declaring the 2008 agreement null and void; and

Whereas, per ORC 307.847, the County Commissioners may require the County Automatic Data Processing Board to coordinate the management of information resources of the county in lieu of having a county Records Commission and a county Microfilming Board; and

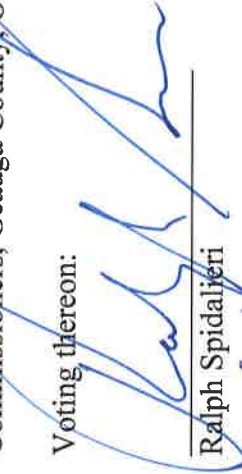
Now, Therefore **Be It Resolved**, that the Geauga County Board of Commissioners hereby requires the county Automatic Data Processing Board to coordinate the management of information resources of the county in lieu of having a county Records Commission and a county Microfilming Board per ORC 307.847 and hereby specifies that the county Records Commission and the county Microfilming Board no longer exist effective January 1, 2024 and that the Automatic Data Processing Board shall employ all such persons as it deems necessary for the operation of document organization, storage, and disposal for all county offices and departments and shall oversee operations of the Geauga County Archives and Records Center henceforth.

**Be It Further Resolved**, that throughout 2024 all equipment, records, files, effects, and other personal property; contractual obligations; and assets and liabilities of the Geauga County Board of Commissioners pertaining to the Archives and Records Center shall be transferred to the county Automatic Data Processing Board.

**Be It Further, Resolved**, that this Resolution becomes part of the permanent record of the Board of Commissioners, Geauga County, Ohio

Voting thereon:

Vote:

  
Ralph Spidaleri

  
Timothy C. Lennon

  
James W. Dvorak

yes

YES

Absent

I, Christine Blair, Commissioners' Clerk of the Board of County Commissioners Geauga County, Ohio certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on December 28, 2023.

  
Christine Blair, Commissioners' Clerk