



***Notice of Public Meeting
Records Commission
Wednesday, February 17th, 2021
@ 9:30 a.m.
Remote Teleconference Meeting***

If you wish to speak at the meeting please contact Robert Fowler, Administrative Office before 4:30 p.m. the day before the meeting at 330-825-7815 ext. 316 or via email at adminofficer@cityofnorton.org and the log in information will be provided.

I. ROLL CALL:

III. AGENDA: RC3 request for approval, 2021
Consideration: Plotter/Scanner
Presentation of minutes from last meeting

IV: ADJOURN:

Please note: This posting is for notification to all department heads of The Records Commission activity. If this pertains to you, please print a copy for your files. If this does not pertain to you, please view as information only.

Emailed:

Mayor	Barberton Herald
Law Director	West Side Leader
Finance Director	The Post Newspapers
Council Secretary/Members	Beacon Journal
Department Heads	

Posted & emailed / February 11th, 2021

Janice Back *CSC Secretary*

Contact # 330-825-7815 ext. # 201

jback@cityofnorton.org

NFD/CSC/RC Secretary, 08:00 - 16:30, Mon. thru Fri. Norton, Ohio 44203

Phone (330) 825-7815 ext. 201 / Fax (330) 825-2050

Any person who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-825-7815 Ext. 322 or kerrym@cityofnorton.org. Any request for an auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.

Janice Back

From: Janice Back
Sent: Thursday, October 29, 2020 2:09 PM
To: Pam Keener (pkeener@cityofnorton.org)
Cc: Janice Back; Justin Markey; Mike Zita
Subject: Plotter Scanner-Records

Hi Pam, and RC Members,

This is a request for consideration to purchase a Plotter/Scanner for city records retention and disaster preparedness.

A plotter has been discussed back and forth several times over the last few years but nothing was researched for consideration.

I talked to Nick today and he said that a ball-park amt. for a 36" plotter/scanner is around \$2,400.00. With the departments sharing in this purchase, hopefully it can finally be purchased.

After commercial plans are scanned, they could feasibly be entered into the IMS software where the plans could be accessed "on site" during a fire. This would give firefighters knowledge of the lay out of the building they need to enter before entering a burning building.

Anything coming into Admin. Bldg for the Engineer could also be scanned:

- Surveys
- Maps (current and historical maps)
- Topographicals
- Streets
- Water Lines
- Sewer Layouts
- Sub Allotments
- New Homes
- Any type of blueprint with a long retention period

Having these records backed up digitally will also create a disaster preparedness plan for the city.

This has been needed for over a decade. I am hoping this might fit into the budget for Records for 2021, equipment.

Thanks,



Janice Back

*NFD Office Mgr. / RC Secretary
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330-825-7815 #201*