



Commissioners:  
Steven A. Davis  
David L. Levacy  
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County Administrator  
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Clerk  
Rachel A. Elsea

**Frequently Asked Questions – June 25, 2018**  
**Chestnut Street Records Center**  
**Baldwin Emergency & Facilities Management Center**

**1. What is the purpose of the Chestnut Street Records Center?**

The immediate purpose of the Chestnut Street Records Center is to improve current, unsafe, inadequate conditions for public records. The first use will be for the records of the Clerk of Courts. The Chestnut Street Records Center will become known as the Fairfield County Records Center. The anticipated mission of the Fairfield County Records Center is to insure county government records and information resources are preserved and available for public access. Some departmental records will and should remain at the departmental level. We know that, in general, county government records document citizens' legal, property, and personal rights, as well as actions of the government.

The Fairfield County Records Center will help insure records and information are economically retained, efficiently made available, and promptly and legally disposed of pursuant to Ohio's records laws and county policy. Staff will be able to store and retrieve records for the public and originating offices and will be able to manage an imaging process for microfilming, achieving facility space savings in other buildings.

**2. What is the estimated cost of the purchase and renovation of the Chestnut Street Records Center?**

The total cost is estimated at \$2.44 M, including furniture, fixture, and equipment. One significant purchase is for a steel mobile shelving system, which will be \$415,000. The purchase price of the building was \$450,000.

**3. What is the estimated cost to build a records center?**

The square footage of the building is 16,320 square feet. With a new construction estimate of \$300 per square foot, the estimated cost of a new building is approximately \$4.89 M.

**4. Annually, how much money is now dedicated to the inadequate rental space for records?**

Overall, about \$80,000 is spent annually for inadequate rental space. The cost reduction of the rent will be used for the debt service payment associated with Chestnut and Baldwin.



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**5. How will the costs of the Chestnut Street Records Center and the Baldwin Emergency and Facilities Management Center be supported?**

\$1M of general obligation debt was issued (see question #4), and the remaining project will be funded by general fund dollars and transferred Clerk of Courts Certificate of Title funds.

Rental income is expected at market rate for both buildings. Once more information is known about the tenants and agreements, this information can be shared. For example, rental income will be available from MCU on an annual basis if their grant funds for this purpose exist.

**6. When will the Chestnut Street Records Center be open?**

In 2019, the Clerk of Courts will occupy the records center first. Departments will begin to have access once there are agreements for use in place.

**7. With modern technology, is the use of paper diminishing at county offices?**

Some departments, especially those who have implemented electronic case management processes, have experienced reductions in the use of paper. Paper, however, continues to be a necessary commodity to document many governmental processes.

**8. Tell me more about the need to store records and microfilming.**

Some records have a permanent retention schedule; they must be kept permanently. For example, some departments maintain records from the 1800's for historical purposes. In addition, the only storage media recognized by archivists and records managers to be truly permanent are paper and microfilm. All electronic storage methods, including hard drives, CDs, and magnetic tape (just to name a few) require regular, proactive management to maintain accessibility and readability. All data must be migrated to new servers and new management systems. While in theory this could be managed in such a way to make electronic records a permanent storage medium, the risk of losing data is too great and happens too often. Therefore, paper and microfilm remain the recommended storage media for permanent record storage.

Records that have retention schedules that are not permanent can be stored electronically; they can be deleted after the appropriate scheduled time has passed.

Electronic storage of all records, including permanent records of which you have otherwise kept a paper or microfilm copy, is useful to enhance the efficiency and efficacy of an office's operations. We image records for the needs of today. We microfilm records for the needs of the future.



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**9. Will all other county offices be included in the Fairfield County Records Center operations?**

If county offices agree to follow the policies and procedures of the Commissioners relating to the Records Center, they can use the center.

**10. Will all other county offices have access to the training center included in the Chestnut Street Records Center?**

Yes, the training center will be available to all county offices, and will be scheduled via the “FMX” system, the county’s online tracking system for facilities.

**11. Is there planned office space for the Records Center?**

Yes, office space will be available for the Records Center operations and a potential tenant (Visitors and Convention Bureau). Additional office space is also available for a small department or for satellite office space.

**12. Is there a rendering available for the Chestnut Street Records Center?**

Yes, please see the attached rendering. This rendering is based on the preliminary design concept.



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**13. What are the advantages of the Chestnut Street Records Center as compared to the existing approach for records?**

Currently, county records are often stored in multiple locations - whatever rooms, shelves, nooks, crannies, and rental facilities county offices have available. There is no centralization which would provide some guidance, guidelines, and procedures to ensure that the records are being stored properly. Because this has developed over many years, many of the storage areas do not meet proper environmental requirements or safety standards for records storage.

This lack of centralization of records also makes it more difficult to retrieve records, and it costs county staff time in traveling to a storage location and then searching for and finding the records needed.

Having a centralized records center will solve those issues. The Chestnut Street Records Center is being designed to provide appropriate environmental controls. The Records Center will also have uniform shelving and requirements for storing and organization that will make the records easier to locate. Having centralized records in a staffed records center with appropriate equipment and environmental controls will also make it much easier to begin any projects for converting records to digital formats and to provide even easier public access to such records in the future.

**14. What is the purpose of the Baldwin Emergency and Facilities Management Center?**

The purpose of the Baldwin facility is to consolidate several department locations into one location. Each of the departments to be located at the Baldwin facility have similar maintenance or emergency functions and have limited and scheduled need for public access. Currently, the EMA and MCU vehicles are being housed at Baldwin, rather than at former rented locations. After the complete renovation, the EMA, MCU, and Coroner will share a combined office complex which will also include a new Emergency Operations Center, opening space in the GSC-JFS building for public needs. The Facilities Maintenance Department has moved into the existing Baldwin building, and vacated the Lincoln Avenue garage which is structurally deficient and will be demolished.

We expect the future name of the building to be the Fairfield County Emergency and Facilities Management Center. We are pleased that stakeholders appreciate how the site has been improved with the renovation thus far.



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**15. What is the estimated cost of the purchase and renovation of the Baldwin Emergency and Facilities Management Center?**

For the Baldwin location, the total estimated cost is \$2,104,509. The County purchased the approximate 4-acre property with a 33,000 SF commercial metal building in 2016 for \$490,000. A new 10,000 SF EMA/MCU vehicle garage was completed in 2018 at a cost of \$714,509. The estimated renovation cost of the existing building is \$900,000.

**16. What is the estimated cost to build an emergency and facilities management center?**

To construct new buildings with 43,000 SF of space at an estimated cost of \$250 per SF equals a cost of \$10.75 M, not including the cost of four acres of property.

**17. Annually, how much money is now dedicated to rental space for the Major Crimes Unit, which will be housed at Baldwin?**

About \$22,800 is now paid annually to rent this space.

**18. When will the Baldwin Emergency and Facilities Management Center be open?**

The EMA garage and Facilities Management areas are now open. After remodeling, the MCU and EMA operations center will be open. The remodeling is expected in 2019.

**19. Which offices will be located at the Baldwin Emergency and Facilities Management Center?**

The Facilities Maintenance Department, Emergency Management Agency, Major Crimes Unit, and Coroner's Office will be located at the Fairfield County Emergency and Facilities Management Center, now commonly referred to the Baldwin Complex or simply Baldwin.

**20. Is there a rendering available for the Baldwin Emergency and Facilities Management Center?**

Yes, please see the attached rendering. This rendering is from the preliminary design concept.





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**21. What are the advantages of the Baldwin Emergency and Facilities Management Center as compared to the existing approach for emergency and facilities management?**

The Emergency Management Agency has use of a garage to house emergency vehicles and the mobile command center, allowing for security and sustainability of those assets. This improves emergency response, reduces costs for renting of space, and allows for sustainability of the EMA functions. Facilities Management will have a new location with increased functionality, given the dilapidated building on Lincoln Avenue will be razed. The Coroner’s Office will be located with emergency personnel, allowing for increased efficiency and space at the Government Services Center on Main and Memorial to be open for Job and Family Services uses. The Major Crimes Unit will have permanent office and storage space, allowing for a more comprehensive approach to addressing the opioid epidemic. MCU anticipates reductions in grant funding and has sought support from the Board of Commissioners to continue its operations.