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FOR IMMEDIATE RELEASE
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County to Open New Records Center This Spring

Lancaster, Ohio - The Fairfield County Commissioners are planning for the public opening of a Records Center by the end of May 2019. The County Commissioners contracted with VPL Architects and the R.W. Setterlin Construction Company in the Fall of 2018 to design and build the new 15,600 SF facility in the former Eagle Gazette Newspaper building located on West Chestnut Street in Lancaster.

Some occupancy and use of the renovated building is expected to take place in April, with the Clerk of Courts Office being the first department to move records into the new location. Branden Meyer, Clerk of Courts, stated, “We will be able to store and retrieve records for the public in a more efficient manner. We are also excited about the improvements for managing an imaging process for microfilming.” Some departments have implemented electronic case management processes, which reduces paper. Paper, though, continues to be a necessary component of business processes.

Meyer added, “The project was supported by surplus transfers from the Clerk of Courts Certificate of Title Fund. I want to thank my staff for the customer service they provide at the Title Offices, as this project was a product of those dedicated efforts, at least in part. The project was a strong, collaborative effort of many.”

The total cost of the project will be about \$2.55 M, including furniture, fixtures, and equipment. The construction cost for renovation is expected to be about \$1.6 million. The building was purchased for \$450,000. Steel mobile shelving and other furniture, fixtures, and equipment of about \$500,000 will round out project costs. For comparison, the estimated cost of a newly constructed building is approximately \$4.89 M.

The Records Center will provide an efficient, downtown location for archived records under one roof. “The design included specialized HVAC systems with controlled humidity levels (for proper storage of the records), LED lighting, and high density movable shelving system,” said Dennis Keller, Fairfield County Facilities Manager. “It will be more efficient and provide a good return on investment for the County by saving the money spent on other storage locations,” Keller added. About \$80,000 is spent now annually for inadequate, rented storage space.

In addition, the Records Center will house human resources offices and a conference room for training. Human resources records will be held in a secure area. Employee and stakeholder training will be conducted at the center, once it is open in the Spring.

For more information please contact Carri Brown, County Administrator, at carri.brown@fairfieldcountyohio.gov at (740) 652-7096.

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