

AGENDA REPORT

To: Honorable Mayor Joyce & Councilmembers
From: Sarah Dvoracek, City Manager
Date: May 30, 2019
Re: Preservation and storage of city's records

For the Agenda of June 3, 2019

Background. The City of Ewart must comply with the State of Michigan's records retention schedule. Currently, city records are being stored in the basement of the old depot. City staff has been compiling ideas on where and how to safely retain city records. The city has found a company that will retain the records in a climate-controlled environment. The company will store the documents and if needed the city can request a box and then the box will be shipped. The company charges a fee for the preparation of each box and a small fee for storage.

Issues & Questions Specified.

We discussed the possibility of electronically filing and scanning all documents in the basement to a server or the cloud but this option would require city staff to a significant amount of organizational work in order for that option to be feasible.

Alternatives.

1. Set aside the decision regarding this matter to a later date.
2. Do nothing with the records.

Financial Impact. The preparation for each box is approximately \$6.00/box, the cost to store the boxes is \$0.25/month. The city has approximately 200 banker boxes scattered across different locations. The costs for the preparation of 200 boxes would be approximately \$1,200.00 (one-time costs) and the costs to store the documents would be approximately \$50.00/month.

Recommendation. I recommend the city contract with File Safe, Inc. to prep, maintain, and store our documents that must be reserved according to the state's retention schedule.

Attachments.

1. Email correspondence with File Safe, Inc.
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Jennie Duncan

From: tprice@filesafeinc.com
Sent: Friday, April 26, 2019 10:19 AM
To: 'Jennie Duncan'
Subject: RE: City of Evert scanning quote

There is a \$3.25 per box for a pickup and log in charge into the computer system.

There also is a \$2.75 new box charge for us to re-convert into our double wall constructed brown box which our entire shelving system is full of we have over 125,000 boxes stored at our facility.

So basically it will be \$6.00 per box.

Cost to store that box in our facility is .25 per box per month.

Troy

From: Jennie Duncan <jennie.duncan@evart.org>
Sent: Friday, April 26, 2019 8:31 AM
To: tprice@filesafeinc.com
Subject: RE: City of Evert scanning quote

That's fine on the scanning quote for 30 boxes, I will need it no later than Monday.
Do you not just have a per box quote you can give me for storage?
I have to get this letter done this morning....

Thank you,

Jennie Duncan
Administrative Assistant
City of Evert
p: 231.734.2181
f: 231.734.3917
a: 5814 100th Ave.
Evert, MI 49631
w: www.evart.org e: jennie.duncan@evart.org

From: tprice@filesafeinc.com [<mailto:tprice@filesafeinc.com>]
Sent: Thursday, April 25, 2019 8:21 PM
To: 'Jennie Duncan' <jennie.duncan@evart.org>
Subject: RE: City of Evert scanning quote

Okay Jennie I will work on a scanning quote for 30 boxes and a storage quote from our storage business for 30 boxes and get numbers to you next week??

Will this work for you?

Thanks

Troy

From: Jennie Duncan <jennie.duncan@evart.org>
Sent: Thursday, April 25, 2019 2:48 PM
To: tprice@filesafeinc.com
Subject: RE: City of Evart scanning quote

Troy,

I am unsure of exactly how many boxes we have, or even how many we will need to just simply store. We are planning on getting all of that around within the next month. As far as my storage question, I just need to know what your price is 'per box' at this time. I am trying to put a letter together for council, and just need an amount per box for the boxes we will probably not be scanning.

Thank you,

Jennie Duncan
Administrative Assistant
City of Evart
p: 231.734.2181
f: 231.734.3917
a: 5814 100th Ave.
Evart, MI 49631
w: www.evart.org e: jennie.duncan@evart.org

From: tprice@filesafeinc.com [<mailto:tprice@filesafeinc.com>]
Sent: Thursday, April 25, 2019 1:37 PM
To: 'Jennie Duncan' <jennie.duncan@evart.org>
Subject: RE: City of Evart scanning quote

Jennie,

Do you have an idea of how many boxes of each size you may have.
15 inch boxes??
24 inch boxes??

We do offer destruction of boxes \$3.00 per 15 inch and \$5.00 per 24 inch boxes.

I am still working on getting you a scanning quote for 30 boxes of 15 inch boxes of paper?

I do know that storage of the boxes offsite will be much less than scanning them by a lot?

I will work on getting you a storage quote with the scanning quote by next week sorry for the delay.

Troy

From: Jennie Duncan <jennie.duncan@evart.org>
Sent: Thursday, April 25, 2019 1:10 PM

To: tprice@filesafeinc.com

Cc: 'Troy Price' <tprice@us-imaging.com>

Subject: City of Ewart scanning quote

Good afternoon Troy,

I called yesterday and left a voicemail regarding the quote we are waiting to receive for scanning documents.

I was just wondering if you have that prepared yet?

Also, I would like a quote for storing boxes, both standard size and the longer size.

I will be in the office today until 4:00PM if you would like to call.

Thank you for your time,

Jennie Duncan

Administrative Assistant

City of Ewart

p: 231.734.2181

f: 231.734.3917

a: 5814 100th Ave.

Ewart, MI 49631

w: www.ewart.org e: jennie.duncan@ewart.org