

Memo

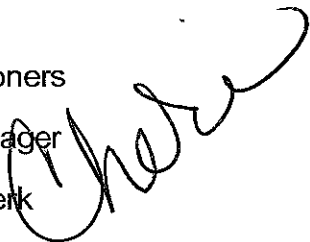
To: Mayor & Commissioners

cc: Jim Scholl, City Manager

From: Cheri Smith, City Clerk

Date: 8/12/2011

Re: Certified Records Management



Project Issue:

All vital records for the City of Key West are stored in a professional storage facility in Tampa. All documents with 10 or more years required retention are stored at this facility. In anticipation of the relocation of City Hall this fiscal year Certified Records Management picked up a large volume of documents from the Building Department and City Attorney's Office increasing our storage and retrieval costs and causing expenses to exceed the \$20,000.00 threshold. Therefore I am requesting a change order for \$7500.00 to fund the remainder of the fiscal year.

Financial Impact:

Funds are in the Clerk's budget.

Recommendation:

Approve change order to Certified Records Management.