

# Memo

**To:** Mayor & Commissioners  
**cc:** Jim Scholl, City Manager  
**From:** Cheri Smith, City Clerk *Cheri*  
**Date:** 6/27/2012  
**Re:** Certified Records Management

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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. Due to the increase in records stored at Certified Records Management and the increase of public record requests for file retrievals from the Building Department, I have exceeded the budgeted amount for this fiscal year and the \$20,000.00 threshold. I am requesting authorization to transfer \$17,500.00 from 001-1903-519.34 (Elections; other contractual services) into 001-1202-512.34 (City Clerk; other contractual services).

Competitive bids will be issued by the City in fiscal year 12/13.

Financial Impact:

Funds are in the Elections Budget.

Recommendation:

Approve change order to Certified Records Management.