

Memo

To: Mayor & Commissioners
cc: Bob Vitas, City Manager
From: Cheri Smith, City Clerk
Date: 9/25/2013
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 and are non-routine records. Due to the increase in records stored at Certified Records Management and the increase of public record and City staff requests for file retrievals from the Building Department, I have exceeded the \$30,000.00 change order approved in resolution no. 13-113 for FY 12/13.

The City wide imaging program is being implemented now and the records in the storage facility in Tampa will be imaged therefore eliminating the need for the storage facility. However, until we reach that phase in the project it is in the best interest to the City to continue to store our records in the Tampa facility. Competitive bidding at this time would not be in the best interest to the City since we anticipate the removal of our documents as soon as possible. CRM prices for storage and retrieval fees are commensurate with other public document storage providers. Given such, I recommend authorizing the expenditure of up to \$35,000.00 to complete FY 12/13 for records storage and retrieval from Certified Records Management pursuant to City of Key West Code Section 2-797(4)(b), best interest of the City.

Financial Impact:

Funds are in FY 12/13 City Clerk's budget.

Recommendation:

Approve change order to Certified Records Management.