



STAFF REPORT

Meeting Date: February 17, 2015

Agenda Item #: V - b

TO: Mayor and Town Council
FROM: Lisa H. Anglin, Town Clerk
THUR: Susan Parker, Town Administrator
TITLE: Meeting Management System and Electronic Records Management System

Summary: The Administration Department would like to publish a RFP for an electronic meeting management system including records management technology.

Background: The vast majority of historical documentation for the Town remains in paper form. The documentation is housed in binders and stored in an unprotected environment. Some of the oldest documents are beginning to fade and become brittle.

Discussion: Electronic meeting management software and electronic records management systems offer solutions and time saving mechanisms that would reduce the amount of time spent searching for information. Also, both systems will store historical records, once scanned and converted to digital files, in an electronic indexed, searchable database for Staff and the public. Thereby eliminating hours or days of Staff time reviewing paper documents for research purposes and fulfilling public records request.

Fiscal/Policy Implication(s): The initial cost including set up to purchase the meeting management system and/or the electronic records management system. The cost of outsourcing the document conversion to digital form or the cost to hire a temporary employee to scan and convert the historical documentation into digital files. The estimated cost for the conversion and the system is \$20,000 - \$40,000.