



MEMORANDUM

DATE: August 07, 2012

TO: Judie Zimomra, City Manager

FROM: Pamela Smith, City Clerk
Bert Smith, MIS Director

SUBJECT: Digitization of City Records, Phase 2

Background:

All local government public records are governed by State law through the General Records Schedule. The schedule identifies the length of time that records must be retained. A public record may be disposed of only in accordance with the official General Records Schedule. The State's General Records Schedule for local governments is issued by the Department of State, State Library and Archives of Florida, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes. Chapter 119, defines the terms "public records," "custodian of public records," "agency" and the fundamental process for the custody and disposition of public records. Chapter 257 specifically provides for a system for the scheduling and disposition of public records.

Current Status:

Currently the City is operating three methods of records storage: hard copies, digitized records and microfilmed records. In determining the retention period of public records, four values are considered to assure that records will fulfill their reason for creation and maintenance. These values are: administrative; legal; fiscal; or historical. Applying these values, the City has approximately 2,300 cubic feet of retained public records that are stored in off-island locations (Appendix A). The annual cost of the off-island storage is \$12,358.80 per year. The retrieval costs of the off-island records to meet public records requests are from \$20 to \$50 per request. These costs, according to state statute, cannot be passed on to the requestor. The total cost of off-island storage and retrieval of public records from 2007 to date is \$93,038.35, an average of approximately \$14,000 per year. The City also retains approximately 1,700 cubic feet of public records on-site. By storing hard copies of records in-house, departmental usable space continues to be further reduced.

Additionally, the Sanibel Library currently houses the Building Department's microfilmed copies of permitting records from 1974 to 1991. The Library has recently put the City on notice that due to space concerns that they are requesting that the City take control of the microfilm to allow

more usable space in the Library. There are a total of 244 microfilm rolls that need digitizing at a projected cost of \$12,600.

In 2007, the City began Phase I of incrementally digitizing records. Our definition of “digitizing” is to “capture an analog signal in digital form.” The City’s digitization process began with the Administrative and Legislative Departmental records. Staff has digitized all Legislative records including minutes, resolutions and ordinances. Although some original records must be kept in perpetuity, most records once digitized will not return to off-island storage. Digitizing records decreases records retrieval and storage costs by allowing research and retrieval by computer access. To date, 85% of Phase I of digitizing records for the Legislative and Administrative documents has been completed and can accessed using a digitized platform.

Phase II to digitize City records will cost \$27,097. By digitizing City records we can offer a unified solution for the management of the City’s documents and records regardless of location and media. This platform will allow staff to take advantage of managing City records internally and offer easy access, as well as providing an efficient method of storage. Digitizing records will also increase staff productivity by more rapidly acquiring records to meet citizen requests for public records and staff needs at a significantly lower cost. Reducing off-island storage and retrieval costs will result in cost reduction to the City within approximately four years. Using the total cubic feet as seen in Appendix “A” the cost to complete the task of City-wide record imaging is approximately \$49,000 (1 cubic foot per hour x 4,000 hours x \$12.25 per hour).

Options:

1. Continue to operate three methods of records storage. The disadvantage is the continued escalation of storage and retrieval costs, as well as continuing to reduce departmental usable space.
2. Incremental record conversion to digitation. The disadvantage with this option is continued reduction of some department’s usable space; continued increase in off-island storage and retrieval costs, thereby restricting staff efficiency.
3. Complete digitization of City records. This would reduce storage and record retrieval cost significantly, increase departmental usable space, improve staff efficiency and effectiveness, and improve customer service and transparency through the speed of access.

Recommendations for Next Steps:

1. Authorize the capital funds to begin Phase II of records digitization in the amount of \$27,097. This amount is included in the proposed MIS Capital Budget.
2. Authorize the operating funds for Phase II in-house records digitization in the amount of \$49,000. This amount is included in the proposed Legislative Operating Budget under other current charges.
3. Authorize an additional \$12,600 for digitation of 244 rolls of microfilm currently stored at the Sanibel Library. This amount would be included in the tentative budget. In the final conversion there will be a correlation to the hard copies in storage.

The proposed budget includes two allocations; \$27,097 in the proposed MIS Capital Budget to implement Phase II of the City's Digitization Plan and \$49,000 in the proposed Legislative Operating Budget for the staff cost to complete the first year of Phase II.

It is important to note that even after all records are digitized, state law requires that some particular records, such as City Council minutes and legislation, must be maintained in perpetuity. However, the amount expended in records storage and retrieval can be significantly reduced by digitizing our records. At the end of the project, enterprise and independent funds will be charged back for each of their respective shares of the cost of digitizing their records.

Appendix A

Records Storage			
Department	On-Site	Off-Island	Total Cubic Feet
Admin/Legislative	69.3	96.2	165.5
Building/Planning	303.6	1,775.8	2,079.4
Finance	70	382.8	452.8
Legal	220	42.9	42.9
MIS	2.2		2.2
Natural Resources	25		
Police Department	15		
Public Works	689.24		689.24
Recreation	298.5		298.5
Total Cubic Feet	1692.84	2,297.7	3990.54