City Clerk Department Records Management Plan Implementation Review

Program Implementation

1. Secure Management Support – Completed

2. Develop Comprehensive Records Management Plan – In-Process

3. Designate a Records Management Liaison Officer (RMLO) in writing to Florida Department of State – Completed

4. Adopt Applicable Policies and Procedures

- Public Records Request Policy – In-Process, Commission Review 10/7/19

- Records Disposition Procedure – In-Process
  - ➤ Establish Paper Destruction Program
  - ➤ Establish Network Drives Data Destruction Program
  - ➤ Establish Software Programs Destruction Program
  - ➤ Establish Social Media Destruction Program
  - ➤ Establish Text Messaging Destruction Program

- Text Messaging Policy (Defining Usage, Retention, & Disposal) – In-Process; IT & Consultant 11/13/19

- Social Media Policy (Defining Usage, Retention, & Disposal) – In-Process; IT & Consultant 11/13/19

- Automated Email Disposal Procedure – In-Process; IT & Consultant 11/13/19

- Off-site Storage Procedure

- On-site Storage Procedure

- Contracts Management Procedure

- Archives Collection Policy for Historic Documents – In-Process; Clerk to work with Historic Board

- Microfilm/Imaging Procedure

5. Designate Unit/Department Coordinators & Back-Ups – Completed

6. Prepare Agency-Wide Disposition List – Completed

7. Conduct Agency-Wide Training – Tentatively Scheduled 3/25/20 – 3/27/20

8.   Review Box Storage Locations
   - Indexing of Stored Boxes – Completed

9.   Destroy all eligible, approved records
   - Paper – In-Progress
   - Digital

10.   Select Records for Conversion to Electronic Images

11.   Transfer Magnetic Media to Off-site Storage – In-Progress

12.   Transfer Inactive Hardcopy Records to Off-site Storage – In-Progress

13.   Implement File Code System for Active Records

Topics for Discussion

- 18 days with Consultant

- Records Management on the Web

    - ADA compliance for web: approx. $4.50 per page for pdf documents, audio/video, staff time to run through encoder, create & verify transcript and reload to website

- Off-site Storage (Access) Costs
    FY 2016-2017 $8,027.85

    FY 2017-2018 $8,463.44

    FY 2018-2019 $17,894.87

Laserfiche

- Laserfiche build.

- Transfer docs from Alchemy migration to Laserfiche. Approx. 15,000 documents

- Public facing docs in Laserfiche- Minutes, Ordinances and Resolutions.

QUESTIONS?