

**Department New Request Form
Fiscal Year 2021**

Program	Development Services	Title of New Request:	Rank: 1
Department	Building	Records Retention & Preservation	
Request Category	New		
Request Rating	Maintain Level of Service		
Department Goal	Organizational Excellence & Environmental Health		

1. How will request assist in achieving Department Goal and benefit the customer?

The one time funding request meets records retention needs and supports the preservation of and continued access to building permits and plans currently in an outdated microfiche format with hardware that cannot be repaired or easily replaced. The project will result in readily accessible information that does not require specialized hardware on site at City Hall. Digitized fiche can be related to Automation records in future, making appropriate records available and accessible to both multi-departmental staff, functional teams, and the public at large.

2. What specifically is needed to achieve this goal?

A professional services company will be selected through an approved process that meets all city policies and procedures. The vendor will be hired to digitize and index an estimated 90,000 jacketed microfiche as 300 dpi PDF/A bitonal file. Administrative staff are currently researching whether a duplicate set of fiche exist in storage and they are establishing a working relationship with County personnel to learn from their recent experiences in digitizing fiche. A functional team will be created to guide the project that may include City Clerk and IT professionals.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2021 Unfunded	FY 2021 Funded	Proposed FY 2022 Ongoing
Ongoing Expenses								
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
					-	-	-	
One-time Expenses								
2394.310.420500.350	Professional Services	1	95000	95,000		95,000	-	
				-		-	-	
				-		-	-	
				-		-	-	
				-		-	-	
Expense Sub-Total				95,000	-	95,000	-	-

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
2394.000.323011.00	F Building Fund Balance	95,000	
Revenue Sub-Total		95,000	-

Net Cost of Impact for New Program 95,000

4. What sort of data will be used to report results and outcomes of request and how will it be reported?

Project will result in a confirmed number of jacketed fiche and images that are preserved in an appropriate format for retention, preservation and access into the future. Digitized fiche will be available and stored according to IT recommendations. Outcomes and accessibility will be shared with multi-departmental partners including Building, Planning, Clerk's Office, and Attorneys Office among others.