

MARIN EMERGENCY RADIO AUTHORITY

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DATE: April 22, 2020

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **A-3**: UPDATE ON RECORDS IMAGING PROJECT

Recommended Action: Receive and file the Update on Records Imaging Project.

Background: Since the Governing Board approved the Records Imaging Project on December 11, 2019, Gladwell Governmental Services, Inc., BMI Imaging Systems, MarinInfo - Stephanie Leonard, MERA's Webmaster and TCM Administrative Analyst Lorena Barrera have been working with me on initial Project implementation. Those activities include physical review of files in preparation for prioritized phased scanning of MERA's documents for remote password-secured access via an Archive page on meraonline.org. Two day-long on-site visits occurred on February 6 and March 12 with a third visit pending.

Gladwell, Leonard, Barrera and I are continuing to work on preparing site leases, site drawings and insurance policy files as priority for posting to be followed by other sensitive postings. Once scanned, Gladwell will conduct a post-scanning check for accuracy of imaging and indexing.

Original estimated Project costs for Gladwell and BMI services of \$14,600 will require an increase for site security upgrades, website staging and posting and other related support services. A recommended adjustment will be presented to the Governing Board for approval on June 24, 2020. Source of funds will be the Operating Budget Contingency line item.