

CITY OF SUNFISH LAKE

DATE: January 12, 2016

TO: Mayor & Council

FROM: Cathy Iago, City Clerk/Administrator

RE: Request for Funding to Conduct a Records Retention Purge and Consolidation of City Records Stored at Lilydale City Hall

BACKGROUND: Several years ago the City moved its records from storage at St. Anne's Church to Lilydale City Hall. A few of the City consultants, the Building Inspector, Clerk, and Treasurer, have stored documents at this central location rather than at their homes. When the documents were moved to Lilydale, they were not consolidated by individual addressess within the City, which makes it difficult for staff to find information when they receive a request from residents or when it is necessary to review previous Council action on building projects.

At this time I would propose to initiate a records purge and consolidation of these documents currently stored at the City of Lilydale. The tasks would include making a file for every address within the City, reviewing all the documents currently stored and consolidating all pertinent information into the individual address file, and purging all duplication and/or records that need not be kept permanently.

Once the file consolidation is completed, it would be appropriate for the City to consider options for digital scanning all the records to preserve them in case of fire or other natural disaster.

Staff requests authorization to hire a person to assist with this project at the rate of \$12 per hour. After reviewing the current Building and Septic files stored at Lilydale, I estimate the project would take 3 to 4 weeks (120 to 160 hours) for review of the files and to consolidate all the information into an individual address file for each parcel. The estimated cost would be \$1440 to \$2200 for the assistant, \$100 to \$200 for storage supplies, and approximately \$50 to obtain property address labels from Dakota County GIS for each parcel within the City. Please note that the previous storage boxes received water damaged when the roof leaked at St. Anne's Church and I purchased several large file storage boxes and some expanding file folders that were on sale at Office Max at a cost of \$80.00, as this was a substantial savings over the original price.

ACTION REQUIRED: Staff recommends that Council authorize the expenditure not to exceed \$2,500 to hire an assistant to work with the Clerk on the records purge and consolidation of documents stored at the City of Lilydale and for the purchase of office supplies necessary to complete the project.