



# Mendocino County

## Legislation Details (With Text)

**File #:** 16-1049      **Version:** 1      **Name:**

**Type:** Agreement      **Status:** Approved

**File created:** 9/28/2016      **In control:** Planning and Building Services

**On agenda:** 11/1/2016      **Final action:** 11/1/2016

**Title:** Approval of Agreement with Softfile, Inc., in the Amount of \$100,000 to Provide Digital Archiving and File Indexing Services for Planning and Building Services for the Term of July 1, 2016 to June 30, 2017

**Sponsors:** Planning and Building Services, Steve Dunnicliff

**Indexes:**

**Code sections:**

**Attachments:** 1. Agreement 16-093

Date	Ver.	Action By	Action	Result
11/1/2016	1	Board of Supervisors		

**To:** Board of Supervisors

**From:** Planning and Building Services

**Meeting Date:** October 18, 2016

**Department Contact:** Jon Moore

**Phone:** 234-6677

**Department Contact:** Steve Dunnicliff

**Phone:** 234-6650

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of Agreement with Softfile, Inc., in the Amount of \$100,000 to Provide Digital Archiving and File Indexing Services for Planning and Building Services for the Term of July 1, 2016 to June 30, 2017

**Recommended Action/Motion:**

Approve an Agreement with Softfile, Inc., in the amount of \$100,000 to provide digital archiving and file indexing services for Planning and Building Services for the term of July 1, 2016 to June 30, 2017; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

None.

**Summary of Request:**

Planning and Building Services (PBS) collects a fee on all permit and project applications to cover the cost of archiving files that the department is required to retain. Over the years the department has accumulated documents filling several large rooms, many dating back to the 1960's. Some of these historical records are stored in unconditioned space or space that has experienced roof leaks thus affecting document integrity. Currently, searching for historical records, when necessary, becomes a major physical undertaking scouring

storage boxes, file cabinets, and library binders at multiple locations in both Fort Bragg and Ukiah. The current technology for archiving paper files is digital scanning. Digitized archives, when indexed correctly, can be retrieved quickly and be identified from a desktop by simply inputting one index value (name, address, APN, activity #, etc.). Softfile has proven over the last 18 months to be very experienced at scanning and indexing large format (blueprints), small format, microfilm files, and converting other digital formats to a standard index and format. The department has a plan to digitize all historical records over a two to three year period and to establish an internal process to scan operational documents on an ongoing basis. In order to accomplish this, PBS will enter into agreement with Softfile for \$100,000 for the term of July 1, 2016 to June 30, 2017, in addition the authorized budget has sufficient allocations.

**Alternative Action/Motion:**

Return to staff for alternative handling.

**Supplemental Information Available Online at:** N/A

**Fiscal Impact:**

**Source of Funding:** PBS Special Fund

**Current F/Y Cost:** \$100,000

**Budgeted in Current F/Y:** Yes

**Annual Recurring Cost:** None

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Christopher Shaver, Deputy CEO

**CEO Review:** Yes

**Comments:**