

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: September 22, 2011

SUBJECT: Intergovernmental Agreement with Yavapai County for Records Management Microfilming Services

SUBMITTING DEPARTMENT: Town Clerk

PREPARED BY: Diane Russell, Town Clerk/Risk Manager

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: IGA with Yavapai County

SUMMARY BACKGROUND: Arizona Revised Statute §41-151.15 requires municipalities to preserve and protect public records from loss or destruction pursuant to standards that are established by the Arizona State Library Archives and Public Records director. There are only a few acceptable methods of to accomplish this. ARS §41-151.16 states that any “political subdivisions of the state may implement a program for the production or reproduction by photography or other method of reproduction on film, microfiche, digital imaging or other electronic media of records in its custody, whether obsolete or current, and classify, catalogue and index such records for convenient reference. Toward that end, the Town of Prescott Valley has historically microfilmed its permanent records both for historical reference and as the backbone of the Town’s Records Management Disaster Recovery Program. The original microfilm is kept off site for recovery purposes, while another is kept in house for research/retrieval of the information contained on it.

Periodically staff gathers enough permanent type records to warrant sending them out for microfilming. Staff now wishes to process another 8,137 images onto microfilm by outsourcing the job to Yavapai County Records Management. Yavapai County proposes the reasonable rate less than \$130.00 for the image conversion, quality checking and certification of the work. To take advantage of this offer, Yavapai County proposes an Intergovernmental Agreement between the Town of Prescott Valley and Yavapai County Records Management.

OPTION ANALYSIS: Council may authorize the Mayor to sign the Intergovernmental Agreement with Yavapai County Records Management or refuse.

ACTION OPTION: Motion to authorize the Mayor (or in his absence, the Vice Mayor) to sign the Intergovernmental Agreement with Yavapai County Records Management for records microfilming services. VOTE.

RECOMMENDATION: Staff recommends authorizing the Mayor to sign the Intergovernmental Agreement with Yavapai County Records Management for records microfilming services.

FISCAL ANALYSIS: Staff budgeted \$935.00 in FY 2011-2012 for microfilming services; \$805.00 will remain in the budget account for future expenses.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____

