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MEMORANDUM

Date: February 3, 2022
To: Deadwood Historic Preservation Commission
From: City of Deadwood Archives
Re: **Purchase Metal Cabinet – Archaeological Collections**

The City Archives would like to purchase a lockable metal cabinet from Steel Fixture Manufacturing Company of Topeka, Kansas. The new metal cabinet will be used to properly store oversized textiles from the City's archaeological collections. The new cabinet will have adjustable shelves, lockable doors and sealed gasket to maintain a micro environment within the cabinet. The cabinet was an approved expenditure in the City Archives 2022 budget. The quote for this cabinet is attached to this memorandum.

RECOMMENDATION:

Allow the City of Deadwood Archives to purchase to purchase a lockable metal cabinet from Steel Fixture Manufacturing Company of Topeka, Kansas. The cost for this purchase will not exceed \$4,500.00 dollars. This is a 2022 City Archives budgeted item.