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MEMORANDUM

Date: January 5, 2026
To: Deadwood Historic Preservation Commission
From: Mike Runge, City Archivist
Re: Purchase of new laptop for City Archives

The City of Deadwood – Archives is requesting permission to purchase a new workstation to replace the outdated ARCHIVES_01 laptop. This new laptop was designed to accommodate the strenuous load of Adobe Creative Cloud programs, more specifically Photoshop, Illustrator, Premiere Pro and InDesign. In addition, this new laptop will run Microsoft Windows 11, making it compatible with the City's other computers and network.

Attached to this memorandum is the quote and an email from Golden West Technologies explaining why this type of system is needed for running Adobe Creative Cloud programs. This new workstation was budgeted in the 2026 City Archives annual budget request.

RECOMMENDATION:

Accept Golden West Technologies quote of \$6,430.89 dollars for the purchase of a new workstation for the City of Deadwood – Archives. Funding for this purchase will come out of the 2026 City Archives budget.