

FILEBANK SCOPE OF WORK TIMELINE

Project: Document Management for the Town of Eatonville

Duration: September 15, 2023 - November 30, 2023

Phase 1: Re-pack, Transportation, and Scanner station set up (Duration: 2 weeks)

Week 1-2 (9/15/2023 - 9/28/2023):

FileBank staff members will arrive to re-pack and barcode all boxes to get them ready for transportation.

After the boxes are ready, they will be transported to FileBank's facility for processing. FileBank IT department will coordinate the configuration and installation of FileBank's Jump to Digital scanner.

Phase 2: Processing (Duration: 10 weeks)

Week 3-12 (9/29/2023 - 11/31/2023):

Once boxes arrive at FileBank's facility, FileBank staff will create a full inventory of all files.

After completion, boxes will be archived.

NOTE: Any file can be located while processing.

Phase 3: Training (Duration: 2 hours)

FileBank will schedule a web training with all authorized users for the Town of Eatonville.

(How to locate and retrieve files)

Regards,

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