



HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

SEPTEMBER 05, 2023 AT 06:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discuss/review the revised vetted Agreement for the FILEBANK Record Management/ Digitizing Services/Quote. (Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: LEGISLATIVE (Clerk's Office)
INTRODUCTIONS		Exhibits: <ul style="list-style-type: none">• Revised FILEBANK Vetted Agreement• Scope of Work Timeline (**Subject To Changes based upon date of executed contract and project start date)
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: To discuss/review the revised vetted Agreement for the FILEBANK Record Management/ Digitizing Services/Quote.

SUMMARY: The Town Council approved the FILEBANK Record Management/Digitizing Services at the Council Meeting scheduled Tuesday, August 2, 2023. Upon Council approval, the standard agreement was provided to legal for vetting purposes. Changes were made to ensure the appropriate language needed to safeguard the town and to incorporate specific language required by Florida law i.e., indemnity must be limited by sovereign immunity per Fla. Stat. 768.28.

FILEBANK will provide a digital management service options that will inventory with barcoding, organize, index, and digitize records for proper oversight and management of retention records, which will include disposal of records according to Florida Record Retention Laws. In addition, FILEBANK will scan up to 10 boxes of prioritized documents at no cost upon prior direction or following the completion of the inventory. Additionally, indexing archiving of emails will also be included in the services. Please note: Files can be located and provided during the processing period.

The Initial process of instituting FILEBANK will take approximately 3-4 months. FILEBANK also provides offsite storage as a support to the town's efforts to ensure emergency mitigation of records in the event of flooding, fire, or any other natural or unforeseen disaster.

A resolution will be brought to the Council at a future date adopting a policy that allows for digital records as the records copy for retention and record management.

RECOMMENDATION: Recommendation is for the Town Council to discuss/review the revised vetted Agreement for the FILEBANK Record Management/ Digitizing Services Agreement.

FISCAL & EFFICIENCY DATA: N/A