



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### AUGUST 1, 2023, AT 07:30 PM

### Cover Sheet

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

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**ITEM TITLE:** Approval of FILEBANK Record Management/Digitizing Services  
(Legislative)

**TOWN COUNCIL ACTION:**

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		<b>Department: LEGISLATIVE (CLERK'S OFFICE)</b>  <b>Exhibits:</b> <ul style="list-style-type: none"><li>FILEBANK Quote</li><li>FILEBANK Brochure/Information</li></ul>
PUBLIC HEARING 1 <sup>ST</sup> / 2 <sup>ND</sup> READING		
CONSENT AGENDA	YES	
COUNCIL DECISION		
ADMINISTRATIVE		

**REQUEST:** The Administration is requesting the Town Council to approve the FILEBANK Record Management/Digitizing Services/Quote.

**SUMMARY:** The Town Administration, at the recommendation of the Town Clerk, desires to improve its record management process. The records are currently in a state of crisis and will need to employ a more rigorous system of accounting and preserving the town's records. FILEBANK will provide a digital management service option 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. 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.

**RECOMMENDATION:** The Administration is recommending the Town Council to approve the FILEBANK Record Management/Digitizing Services.

**FISCAL & EFFICIENCY DATA:** The estimated cost \$9,135.40 (\$6,280.00 + \$951.50x3) to include the initial startup costs and monthly costs for the remaining 2022/2023 Fiscal Year. The provided funds will be allocated from the budget line-items identified as Contractual Services:001-0513-513-3400 and 001-0511-511-3400.