# RECORDS RETENTION PROCESSING PROPOSAL

April 26, 2023

Laura Beeson
City of Eden
PO Box 915
Eden, Texas 76837

Dear Ms. Beeson,

Records Consultants, Inc. (RCI), a consulting company, is pleased to submit this proposal for the processing of inactive records in accordance with the Records Retention Schedules published by the Texas State Library and Archives Commission (TSLAC).  RCI has provided this service and developed Records Retention Plans for over 900 Texas local government agencies, including approximately 600 schools and 300 cities and counties since 1993.  Records Consultants, Inc. has the experience, staff, and expertise to process your boxes of inactive records and provide you with an indexed set of reports so that you can efficiently retrieve your documents.

Records Consultants, Inc. is a financially strong Texas Corporation. We employ 70 people (Field and Support Staff) of which approximately 40 are engaged in the records retention consulting function.  No outside contractors will be used for this project.

## PURPOSE

The RCI Records Retention Program is designed to process inactive records in order to meet the guidelines of TSLAC.  In 1989, the Texas Legislature passed the Local Government Records Act, which requires all schools, municipalities, counties, hospitals, etc., to have a Records Retention Plan.  Changes to that Act were published by the 74th Legislature in 1995.  Each local government is required to appoint a Records Management Officer (RMO) who is the person responsible for ensuring the proper handling of records in your city.  Examples of the TSLAC retention periods are as follows:

| | | | |
|---|---|---|---|
| **Board Minutes** | Permanent | **Annual Audits** | Permanent |
| **Bank Statements** | 5 Years | **Invoices/Claims** | 5 Years |
| **Bond Certificates** | 1 Year after payment | **Attendance Reports** | 5 Years |

A successful records management program depends on personnel being knowledgeable in all aspects of the statutory provisions of the records program.  RCI's professional consultants, both those who primarily work in the field and those who work in the RCI office, work closely with TSLAC to ensure a thorough understanding and proper implementation of the Local Record Control Schedules.  This relationship ensures that our consultants remain completely up-to-date to provide you with an inventory and identification of records that are eligible for destruction, to record and organize those records that must be retained, and to prepare all necessary documents to be forwarded to TSLAC for approval.

## SCOPE OF WORK

RCI will review, prepare, or amend, as required, a Records Retention Control Schedule, based on a listing of all records, whether active or inactive, maintained by all departments and locations at the city. The Records Control Schedule will be based on current TSLAC Local Record Retention Schedules, federal guidelines, where applicable, and the recommendations made by your city.

We will sort, classify, and inventory the inactive records and label them for retention or destruction, as applicable. It is not uncommon during initial projects (where records have not been processed for many years) that 40% to 60% of the records are past their retention period and eligible to be destroyed. The secure destruction of these records can be completed by RCI under a separate contract.

Note: This project does not include "purge" work requiring RCI to search the documents within each folder to determine exact retention requirements. Sets of records requiring that level classification and processing will be brought to the attention of the point of contact. Services for "purge" classification and processing can be arranged and would be covered on a separate contract.

## CONTAINER OR BOX IDENTIFICATION

RCI will identify and catalog the records within each container (box) and will print and apply a label to each container. The label will include all relevant information regarding the records within the container, including:

| | |
|---|---|
| Originating Organization and Department | Creation Date (date RCI applied label) |
| Container Number | Date Container is Eligible for Destruction |
| TSLAC Records Series Included within Container | Records Creation Year |
| Records Description(s) | Retention Requirement (Year, Permanent, or Destroy) |

RCI will re-box the records needing to be retained into standard size boxes. RCI will do so using our standard size boxes, measuring approximately 12" x 15" x 10". These boxes are easier to shelve and handle, and cost less for the volume of records stored. The smaller boxes will also reduce the chance of injury and lost time. We will set up your records retention center or place boxes in a separate area for eventual movement to a permanent location selected by you.

![RCI logo]

## SAMPLE LABELS

Below are samples RCI labels that apply for various record retention requirements.

### CITY OF ABC

| DEPARTMENT: | ADMINISTRATION | | | YEAR ELIGIBLE FOR DESTRUCTION | | |
|---|---|---|---|---|---|---|
| CREATED BY: | JHM | | | | | |
| DATE CREATED: | 3/8/2021 | | | | | |
| CONTAINER CODE: | 5001-0000001 | CONTAINER BARCODE: | | **2022** | | |
| RECORD SERIES | DEPARTMENT | RECORD DESCRIPTION | | RECORD YEAR | RET YRS | DESTROY YEAR |
| GR1025-26a | ADMINISTRATION | ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS, ATTORNEY FEE INVOICES 18/19 | | 2019 | 3 | 2022 |
| GR1050-11 | ADMINISTRATION | EMPLOYEE SELECTION RECORDS, REAPPOINTMENT OF BOARD MEMBERS 19/20 | | 2020 | 2 | 2022 |
| GR1050-28b | ADMINISTRATION | TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS, PLANNING AND ITINERARIES FOR RETREATS AND CONFERENCES 18-20 | | 2020 | 2 | 2022 |
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### CITY OF ABC

| DEPARTMENT: | MIXED DEPARTMENTS | | | YEAR ELIGIBLE FOR DESTRUCTION | | |
|---|---|---|---|---|---|---|
| CREATED BY: | EVM | | | | | |
| DATE CREATED: | 1/20/2021 | | | | | |
| CONTAINER CODE: | 5001-0000003 | CONTAINER BARCODE: | | **PERMANENT** | | |
| RECORD SERIES | DEPARTMENT | RECORD DESCRIPTION | | RECORD YEAR | RET YRS | DESTROY YEAR |
| GR1075-16a | PUBLIC WORKS | CONSTRUCTION PROJECT RECORDS, (COMMUNITY PARK 154 ACRE) 17/18 | | 2018 | 100 | PERM |
| GR1000-03a | CITY SECRETARY | MINUTES, (CITY COUNCIL) 17/18 | | 2018 | 100 | PERM |
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### CITY OF ABC

| DEPARTMENT: | MUNICIPAL COURT | | | YEAR ELIGIBLE FOR DESTRUCTION | | |
|---|---|---|---|---|---|---|
| CREATED BY: | JHM | | | | | |
| DATE CREATED: | 3/8/2021 | | | | | |
| CONTAINER CODE: | 5001-0000002 | CONTAINER BARCODE: | | **DESTROY** | | |
| RECORD SERIES | DEPARTMENT | RECORD DESCRIPTION | | RECORD YEAR | RET YRS | DESTROY YEAR |
| LC2350-06b | MUNICIPAL COURT | DOCKETS AND DOCKET SHEETS, (APR 2014) (HAL-OZM) 13/14 | | 2014 | 5 | 2019 |
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## RECORDS ELIGIBLE FOR DESTRUCTION

Each box containing records which have been maintained past their minimum retention period will have a "Destroy" (or "D") designation on the label (see sample images above). These records will be kept in those boxes and will not be re-boxed. Included in our reports will be a listing of box numbers with content description that are eligible for destruction.

"Destroy" (or "D") boxes will be placed together in one separate area of the Records Retention Center and held until the RMO coordinates destruction of those eligible records. RCI can facilitate secure document destruction of those records as described below.

## DESTRUCTION OF RECORDS

Once TSLAC has approved your Records Control Schedule, the RMO has permission to authorize the destruction of records and does not need a Letter of Destruction signed by TSLAC for each annual disposal of obsolete records.

After the processed boxes of records have gone through RCI's internal "quality control" the boxes of records that are past their retention period can be destroyed. RCI can pick up the boxes, under a separate contract, that have been approved for destruction by the RMO. After the boxes have been destroyed, we will send you a Certificate of Destruction to be maintained with your records management documentation.

## DELIVERABLES

Beginning in 2022 RCI has enhanced its delivery and maintenance of your records database to better help you comply with TSLAC records requirements. Upon completion of your on-site project RCI will provide your updated records database in our cloud hosted RCI Records Compliance Program via a secure private web portal. Secure access will be provided to the designated point of contact. RCI will maintain the database and you will have the ability to query the database in numerous ways to seek and find records. The Records Compliance Program is an integral part of our records retention services and will provide the following for your viewing or printing.

a)      Records Control Schedule
b)      Changes to Records Control Schedule
c)      Records in Storage by Department
d)      Records in Storage by Container Number
e)      *Records in Storage by Destruction Year
f)      *Records to Destroy from Update


* A copy of any one of these reports should be signed and filed by the RMO to verify proper records procedures have been followed.

# RCI RECORDS COMPLIANCE PROGRAM

The updated records database will be provided at completion of our on-site project via our cloud hosted Records Compliance Program. The records database with container dispositions will be accessible through your private web portal with secure private access. Access can be made available for an unlimited number of users in your city. The program helps you comply with your TSLAC records inventory requirements.



RCI will update the database and records disposition when RCI performs physical document destruction (shredding) services of your records. If you are using other destruction services, you can send your request to errpsupport@rcitech.com to amend your database. RCI Records Compliance Program will be invoiced annually on the first of the month following completion of your on-site records retention project.

## ANNUAL UPDATES

Under separate contracts, RCI can return and perform annual updates of inactive records accumulated since our last visit.  We will process records in the same manner as described earlier in this proposal. We will also reset the RRC and pull the boxes eligible for destruction and amend any documents to be forwarded to TSLAC for approval.  After the on-site work has been completed, RCI will update your records database to include the new records and changes made by RCI.  The updated database will be available to you in your secure web portal.

## PRICING

RCI will charge you for the actual number of labeled boxes and labeled plan sets processed during the project. The cost of on-site retention processing includes labor and travel time, per diem, lodging, and vehicle expenses. RCI will provide your updated records database in our cloud hosted Records Compliance Program at completion of the project. A **$600.00** flat fee for access and support of the RCI Records Compliance Program will be invoiced annually. RCI will require an initial payment of  50% of on-site fees payable at the end of the on-site portion of the project, and the remainder due upon the delivery of the Records Compliance Program. (Terms, net 10 days).

## SUMMARY

This "turn-key" project will require very little time or effort by your personnel.  The results will be:

* Compliance with TSLAC requirements
* Removal of outdated records
* Improved access to retained records
* Reduced litigation exposure
* Additional Space

When you are ready to schedule this project, please sign and date the acceptance page and return it to RCI via email or fax at (877) 366-0776.  If you have any questions pertaining to this proposal, please contact me at (877) 363-4127.

**Please note that we do not need a PO or PO # to schedule the work and we typically schedule projects two to three months in advance. **

Thank you for your consideration,

Regina Sauceda
Account Manager

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|---|
| ACCEPTANCE OF RECORDS RETENTION PROCESSING PROPOSAL |
| DATED APRIL 26, 2023 |
| BY CITY OF EDEN |
| EDEN, TEXAS |

[  ]  On-site retention processing fee of an **166 boxes** of inactive records at **$30.00 per box**
Based on 231 boxes the cost equates to (166 boxes x $30.00/box) = **$4,980.00**

Note: RCI will invoice based on the actual number of boxes/plans worked during the project. The destruction fee is $6.50 per eligible box/container and **will be authorized under a separate contract.**

The cost of on-site retention processing includes labor and travel time, per diem, lodging, and vehicle expenses. RCI will provide your updated records database in our cloud hosted Records Compliance Program at completion of the project. A **$600.00** flat fee for access and support of the RCI Records Compliance Program will be invoiced annually.

Payment Schedule:
|  |  |
|---|---|
| Estimated fees due upon completion of on-site phase | **$ 2,490.00** |
| Estimated balance due upon delivery of the Record Compliance Program | **$ 3,090.00** |
| (Terms, net 10 days). |  |

Name_____Title_____

Signature_____Date_____

Phone Number_____Fax Number_____

Email_____Purchase Order #_____