

## Staff Report

**Subject:** Renewal of Agreement between Effingham County Board of Elections and Sentry Data Management LLC

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**Department:** Elections

**Meeting Date:** 10/3/2023

**Item Description:** Approval of Agreement between Effingham County Board of Elections and Sentry Data Management LLC

**Summary Recommendation:** Staff recommends Renewal of the Agreement between Effingham County Board of Elections and Sentry Data Management LLC for the removal and destruction of quantities of office paper and other designated confidential materials.

### Executive Summary/Background:

- The initial term of this agreement is for 36 months and shall automatically renew for successive 36 month terms. Either party may terminate this agreement within 60 days prior to the end of the initial term or any successive term with written notice.
- Pricing for this agreement is done per the pricing table included in the agreement. Any adjustments to the table will be done in writing 30 days prior to the end of any term.
- Removal of items will be performed by identifiable SDM personnel and transported in an enclosed and locked vehicle to SDM's facility for shredding or it will be shredded on-site. While in the possession of SDM, all material shall be protected by being store in a secure facility with limited access. All paper materials to be destroyed shall be shredded, baled, and transported to a mill for recycling.
- A Certificate of Destruction for the month's services will be submitted to the Customer with each invoice.
- The Effingham County Board of Elections did budget for this expense. Currently, Elections staff shreds documents themselves which burns through at least one shredder each year. This will save on man hours and equipment replacement.

### Alternatives for Commission to Consider

1. Approval of Agreement between Effingham County Board of Elections and Sentry Data Management LLC
2. Take no action.

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** Elections, Finance, Purchasing

**Funding Source:** Elections Operating Budget

**Attachments:** Sentry Data Management Contract