



## Item Cover Page

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**MEETING TYPE:** Board of Alderman

**DATE:** December 11, 2023

**SUBMITTED BY:** Michael Ambrose, Town Manager

**ITEM TYPE:** Consideration

**AGENDA SECTION:** Considerations

**SUBJECT:** **Consider Approval of a Digital Filing System for All Town Records**

**DETAILS:**

The Town currently houses all information in physical filing cabinets, and we are running out of room to continue keeping physical files. If the building were to be damaged, in our vault area, these documents would be damaged as well. Over the last three months, staff have reached out to several companies regarding digital filing, and we have only received two quotes. The quotes received are from MCCI for \$25,075 with an annual maintenance cost beginning in year two of \$8,875, and Image Director for \$41,829 with an annual maintenance cost beginning in year two of \$6,529. My recommendation is for the Town to move forward with Image Director, as this system will link with our current Utility Billing/Financial Software system. This system will also allow us to put fillable forms on our website and will send them electronically to staff to process and file the data securely. This system will also allow the Town to have a staff workflow system, so all records are processed the same, with the correct approvals necessary. This project can be funded from our restricted funds.