



Annual Records Management Report

December 11, 2025

Per Section 2-459 of the City of Rollingwood Code of Ordinances, the City Secretary, serving as the Records Management Officer, is responsible for overseeing the City's records management program. This section requires the City Secretary to prepare and maintain the City's records schedules and to provide an annual report to the City Council on the status and effectiveness of the program.

The City has contracted with Iron Mountain, a records storage provider, since 2018 to store records at an off-site facility and to recall records for reference or destruction as needed. Iron Mountain also provides shredding services. The City pays approximately \$418 per month for these services, and currently has 458 boxes stored at the facility.

Recognizing the need for a more modernized process, City Administrator Alun Thomas recommended the acquisition of Laserfiche, a digital records management system to improve the City's records management practices and streamline administrative processes to support overall departmental productivity. The City Council approved funding for Laserfiche during the Fiscal Year 2025-2026 budgeting process, and the City officially acquired the system on September 30, 2025. Our long-term goal is to digitize existing records housed within City Hall and to begin recalling records from Iron Mountain in order to eventually phase out Iron Mountain's services.

Since implementing Laserfiche, the City has digitized 195 records into the system. This has been a steady process involving learning the software, evaluating existing records, and establishing a workflow structure for organizing digitized materials, all while managing ongoing day to day responsibilities. Digitizing the City's records improves overall security by reducing the risk of physical damage, loss, or unauthorized access. It also enhances access for the public by allowing staff to quickly locate and provide the requested information without relying on physical files. This shift supports a more efficient, transparent, and user friendly records management process.

We look forward to continuing to build on Laserfiche and enhancing City operations. I look forward to providing further updates as we progress in strengthening the City's records management capabilities.

Sincerely,

A handwritten signature in black ink, appearing to read "Makayla Rodriguez".

Makayla Rodriguez
City Secretary