



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: March 27, 2023

Subject: OPG-3 Statement of Work – HR Infrastructure

As you know, the City recently upgraded Laserfiche from Avante to a Laserfiche Self-Hosted Subscription Municipality Site License. With that upgrade came an increase in functionality as all of the capabilities of the Laserfiche software have been unlocked.

Staff is seeking approval to enter into a Statement of Work with our Laserfiche provider, OPG-3, to assist in setting up two functions. The first is to design a well-organized file plan within the Laserfiche repository for our HR data and to create workflows to simplify and standardize the indexing processing, automatically filing documents appropriately.

The second is to establish records retention rules that we will be able to include with each file's metadata. What this will allow us to do is automatically manage our repository to remove files that are retained beyond the State records retention schedule. This will help keep the size of our Laserfiche repository manageable while removing documents that the City is no longer required to keep.

These functions will allow staff to more easily manage the City's records repository.

The cost of the statement of work is \$12,300. Funds for the project will be taken from the Equipment Fund. A copy of the scope of work is included with this memo.

If you have any questions, please do not hesitate to contact me at 763-784-6491.