



REQUEST FOR COUNCIL ACTION

Title: PageFreezer Contract Review

Preferred Agenda: July 28, 2020

Submitted By: Lagea Mull, Communications Specialist/PIO

Reviewed By: Raymond Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: Oregon Public Records law – Located within ORS 192

Towards Council Goal: Goal 2.4: Develop transparency in all communication

Attachments: PageFreezer Quote - Social Media Archiving

Purpose of this RCA:

Review quote from PageFreezer for social media archiving service

Background/Context:

In August 2016 the City began using a web-based software system to archive the digital records in accordance with Oregon Public Records laws. PageFreezer offers a more user friendly format and lower annual cost with a savings of \$2,450 over the span of the contract.

The Challenge/Problem:

How do we maintain Oregon Public Records laws and meet council goal to be transparent?

Stakeholders:

City of Sweet Home Staff – This change aims to improve the efficiency in which staff can fulfill Public Records Requests.

General Public – The general public benefits from retained web content which is both valuable and accessible.

Issues and Financial Impacts:

The financial impact would be a lower cost over the life of the three-year contract.

Elements of a Stable Solution:

Type Elements of Solution Here

Options:

1. Do Nothing – Council could decide to pass on this agreement. The City would maintain its current contract with ArchiveSocial
2. Move to authorize staff to transfer social media archiving services to PageFreezer.

3. Direct staff to research other social media archiving options.

Recommendation:

Staff recommends option 2. Move to authorize staff to transfer social media archiving services to PageFreezer.