

**MEETING DATE:** January 10, 2019

**TITLE:** Authorization to Approve Short-term Temporary Staff for Digital Scanning Project

**RESOLUTION NUMBER:** 19-004

**PREPARED BY:** Cathy Reynolds

**E-MAIL:** creynolds@minnehahacreek.org

**TELEPHONE:** 952-641-4503

**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): \_\_\_\_\_  
 Board Committee  Engineer  Other:

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date): _____	<input type="checkbox"/> Refer to taskforce or committee (date): _____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <b>Final Action on January 10, 2019</b>	

**PURPOSE or ACTION REQUESTED:**

It is requested that the Board authorize the District Administrator to execute an agreement with a temporary staffing agency to employ a short-term temporary staff position to scan paper files to electronic format.

**PROJECT/PROGRAM COST:**

Transfer (scan) paper documents to electronic format utilizing current records management systems. Based on the number of documents to scan it is projected to cost \$8,000, with a not-to-exceed amount of \$10,000.

**PAST BOARD ACTIONS:**

The Board has not acted on this issue previously.

**SUMMARY:**

Currently, there are approximately 60 boxes of program data stored in-house at MCWD. These paper files hold a significant historical value, however are not easily accessible or searchable in paper format. It is the desire of the District to employ a temporary staff person whose sole purpose will be to scan these documents into the District's record management system (Laserfiche) thus making the documents easily accessible and searchable. Moving from paper to electronic format is also consistent with the District's Record Retention Policy that calls for maintaining documents in an electronic format.

A comparison has been made for the scanning work to be conducted by a third party or to be completed by a temporary employee housed at the District. Based on the comparison, it is more cost effective to hire a temporary employee and the District maintains control over the records and quality control of the project.

For these reasons it is recommended that the Board of Managers take action to authorize the District Administrator to employ a short-term temporary hire to complete the scanning project.

