Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETIN	IG DATE:	January 10, 2019							
TITLE:	Authoriza	ation to Approve Short-t	erm Temp	orary S	taff for Digit	al Scanning Proje	ct		
RESOLUTION NUMBER: 19-004									
PREPA	RED BY:	Cathy Reynolds							
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REVIEV	VED BY:	□Administrator □ Board Committee			•	n Mgr. (Name):			
WORKSHOP ACTION:									
☐ Advance to Board mtg. Consent Agenda.				☐ Advance to Board meeting for discussion prior to action.					
☐ Refer to a future workshop (date):			☐ Refer to taskforce or committee (date):						
☐ Return to staff for additional work.			☐ No further action requested.						
☑ Other (specify): Final Action on January 10, 2019									

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.

RESOLUTION

RESOLUTIO	N NUMBER: 19-004						
TITLE:	Authorization to Approve Short-term Temporary Staff for Digital Scanning Project						
WHEREAS,	pursuant to the goals of the District to move from paper to electronic files and the storage thereof; and						
WHEREAS,	the District needs to complete the scanning of the current historical program files in storage; an	d					
WHEREAS,	the staff recommends a short-term temporary staff person be employed to complete said task.						
authorizes the	EFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers herebe District Administrator to work with a temporary staffing agency, to retain a short-term temporary to complete the scanning project at a cost of \$8,000, and not to exceed \$10,000.						
Danahutian Ni	week and 40,004 was respected by Managers						
	umber 19-004 was moved by Manager, seconded by Manager opt the resolution ayes, nays,abstentions. Date:						
	Date:						
Secretary	Date:	-					