



MEMORANDUM REPORT

Meeting Date: April 16, 2019

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: Jen Beyers, Esq. (Jorgenson, Siegel, McClure & Flegel)

SUBJECT: **Professional Services Agreement between the Los Altos Hills County Fire District and Gladwell Governmental Services, Inc. for Records Organization and Records Retention Services.**

RECOMMENDATION: Adopt Resolution No. 19-12 Authorizing Execution of Professional Services Agreement between the Los Altos Hills County Fire District and Gladwell Governmental Services, Inc. for Records Organization and Records Retention Services.

BACKGROUND

In 2017, the Los Altos Hills County Fire District (“District”) started preparation to scan and digitalize all District records. Part of that preparation included entering into a contract with Gladwell Governmental Services, Inc. (“Gladwell”) in June 2017 (“2017 Contract”). Gladwell is an expert in records retention, electronic content management systems, document imaging, records management, electronic records management, and e-mail management for municipal governments. The purpose of the 2017 Contract was to better understand which District records must be retained and which records may be destroyed. The District used that information to avoid the expense of scanning records which were no longer needed. Prior to the 2017 Contract, the District’s Record Retention Policy had not been updated since 2012 and did not include retention requirements for digitally stored records. As part of the services provided under the 2017 Contract, Gladwell was on-site to prioritize what records should be scanned, prepare appropriate records for destruction, prepare indexing values and naming standards so digital records can be easily searched and retrieved. In August 2017, Gladwell satisfactorily fulfilled the objections of the 2017 Contract.

In November 2017, the District entered into a Master Services Agreement with BMI Imaging Systems, Inc. (“BMI”) to digitalize District records (“Master Services Agreement”). Since then, the District has worked to prepare and organize District records for scanning. The District records are now organized and ready for scanning.

DISCUSSION

It is expected that BMI will complete the scanning process by the end of June 2019. After the District records are scanned the District Clerk and other District staff and consultants will destroy hard copy records that may be destroyed pursuant to the District’s Records Retention Policy and organize the

remaining hard copy records for storage. To help effectuate this process, and to review and update, if necessary, the District's Records Retention Policy, the District's General Manager directed the District Clerk to request a proposal from Gladwell.

Gladwell provided the District with the proposal attached as Exhibit A to the proposed Professional Services Agreement between the Los Altos Hills County Fire District and Gladwell Governmental Services, Inc. for Records Organization and Records Retention Services ("2019 Agreement"). The Scope of Services that Gladwell would provide under the 2019 Agreement include:

1. Organization and destruction of District records;
2. Review and Update District's Records Retention Policy;
3. Development of inventory/management systems for remaining records; and
4. Employee/Consultant training.

Adoption of Resolution No. 19-12 approves the 2019 Agreement and authorizes the District President to execute the 2019 Agreement on behalf of the District.

Attachment(s): none