



RECORDS IMPROVEMENT COMMITTEE AGENDA

Tuesday, October 3, 2023 at 3:00 P.M.

Willowbank Office Building

420 Holmes Street, Room 144

Bellefonte, PA 16823

I. CALL TO ORDER

II. PUBLIC COMMENT

In accordance with the Sunshine Act, attendees will be given the opportunity to comment on matters of concern, official action, or deliberation before the Board of Commissioners. For items not on the agenda, the Board of Commissioners will accept public comment at the beginning of each meeting. For items that are on the agenda, the Board will accept public comment prior to each official action. Persons desiring to comment should raise their hand to be recognized by the Chair. Anyone addressing the Board will be given a five-minute time period in which to do so.

III. ADDITIONS TO THE AGENDA

In accordance with ACT 65 of 2021, no discussion or action will be allowed for any item not included on the published agenda unless the item is one of an emergency nature or is *de minimus* in scope and does not require funding authorization and/or a contract or agreement. A majority vote of the Board is required to add an item to the agenda. All provisions of Act 65 regarding requirements for updating a published agenda after the meeting are in effect.

IV. MEETING MINUTES

The Board will consider approving the minutes from the Records Improvement Committee meeting held Tuesday, December 20, 2022.

Action: *APPROVE the minutes from December 20, 2022.*

V. OLD BUSINESS

A. Records Improvement Fund Financial Report

VI. NEW BUSINESS

A. Records Management

- i. Update on the Laserfiche program which utilizes records scanning software/equipment that was previously purchased by the Records Improvement Committee – Dept. 143.
- ii. Consider approval of a contract renewal with Laserfiche which scans records from various departments to allow the hard copies of the records to be shredded. The total cost of the contract is \$20,750, which will be for 25 users for the time period of January 26, 2024 to January 25, 2025 – Dept. 143.

Action: APPROVE the *use of Records Improvement funds for the contract renewal with Laserfiche.*

- B. Information Technology Systems - Contract renewal with NextRequest software that is owned by Civic Plus for right-to-know requests for the County. The contract total is \$9,247.77 for the period of January 1, 2024 to December 31, 2024 – Dept. 142.

Action: *APPROVE the use of Records Improvement funds for the contract renewal with NextRequest.*

- VII. UPCOMING MEETING SCHEDULE
VIII. ADJOURNMENT