



## RECORDS IMPROVEMENT COMMITTEE AGENDA

Tuesday, December 20, 2022, 2:00 P.M.

Willowbank Office Building  
420 Holmes Street, Room 144  
Belleville, PA 16823

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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, August 16, 2022.

**Action:** *APPROVE the minutes from August 16, 2022.*

V. OLD BUSINESS

A. Records Improvement Fund Financial Report

VI. NEW BUSINESS

A. Treasurer - Consider approval of Fairfield Computer services, LLC, which is an online database for purchasing dog licenses, small game of chance, bingo, and sportsman's firearm permits. The contract total is \$4,250 for the FY 2022 and \$3,000 annually for FY 2023 - Dept. 124.

**Action:** *APPROVE the use of Records Improvement funds for Fairfield Computer services, LLC.*

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- B. Records Management – Records Management will be purchasing a document management platform, Laserfiche, for an estimated total cost of \$25,000. The project will begin by scanning records from Finance, Transportation, and the Commissioners Office. A specific scanner was recommended to use with the program which will cost \$6,783.99, which is being requested to be funded by Records Improvement funds – Dept. 143.

**Action:** *APPROVE the use of Records Improvement funds to purchase a scanner which will be use with the Laserfiche program.*

VII. UPCOMING MEETING SCHEDULE

VIII. ADJOURNMENT