

INFORMATION TECHNOLOGY

400 West Fourth Street
Davenport, Iowa 52801-1104

Ph: (563) 328-4100
www.scottcountyiowa.com



October 22, 2019

To: Mahesh Sharma, County Administrator
From: Rita Vargas, County Recorder and Matt Hirst, Information Technology Director
Subject: Recorder’s Office Vital Records Scanning Project

Last year, an ad-hoc committee comprised of Rita Vargas, Sherlyn Huber, Sara Skelton, Matt Hirst, John Heim, and Stephanie Macuga researched options for preservation of records stored in the Recorder’s Office on film and presented those options to the Scott County Board of Supervisors. The Board approved the selection of U.S. Imaging to scan and index land records currently stored in the Recorder’s Office from approximately April, 1971 to December, 1988. The approval was based on results of an RFP issued by the committee in the fourth quarter of 2018.

A cost comparison for the scanning of land records and indexing from the top three respondents to the RFP was presented to the Board in February as follows:

<u>Vendor</u>	<u>Total</u>
US Imaging	\$264,595.63
COTT Systems	\$528,569.22
Data Preservation Specialists	\$452,529.17

At that time, the Committee investigated what other governments in Iowa and Illinois have done to address the retention of records stored on film and found that proactive organizations are converting such records to digital records. Additionally, a Request for Proposal (RFP), RFP #19406 titled, “Digital Conversion and Indexing Services” was issued in October of 2018. Fourteen (14) responses were received and the top three (3) were interviewed. US Imaging emerged as the clear choice for the Scott County Recorder’s Office for that initial land records project.

The Board authorized the County Recorder on March 7th earlier this year to enter into a contract not to exceed \$240,000 with US Imaging for professional services to complete Phases 1 and 2 of the project to scan and convert film based records to digital images. Phase 1 has completed at a cost of \$62,470.47 and Phase 2 is about to begin with an estimated cost of \$110,424.14. Phases 1 and 2 are expected to complete approximately \$67,000 under the \$240,000 approved budget. Upon completion of these initial land records imaging phases, a determination will be made and Board approval sought if necessary to undertake additional work for land records from 1971 to 1988.

Today, a project to image Vital records with US Imaging is requested. The Recorder’s Office has 22 rolls of film currently storing vital records. Equipment used to view these records is failing and needs to be addressed. Moreover, the Office is experiencing increased demand for access to these records as a result of the Real ID Act. To address the current situation, The Recorder’s Office requested and US imaging provided a quote which totals \$41,707 to digitize all Scott County film based vital records.

The vital records project would be comprised of three (3) phases.

- Phase 1
 - Scan and digitize 22 rolls of Vital Records microfilm on-site

- Phase 2
 - Inspect all images and perform basic cleanup
 - Group and index all documents

- Phase 3
 - Rescan images as necessary
 - Redact SSN's

It is recommended that the Board authorize the County Recorder to sign a contract not to exceed \$41,707 with US Imaging for professional services to scan and convert 22 rolls of film based records to digital images. Budget dollars are available from the County CIP program to pay for this.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 31, 2019

APPROVING RECORDER'S OFFICE VITAL RECORDS SCANNING PROJECT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. The authority of the County Recorder to sign a contract for vital records scanning services with US Imaging in an amount not to exceed \$41,707 is hereby approved.

Section 2. This resolution shall take effect immediately.