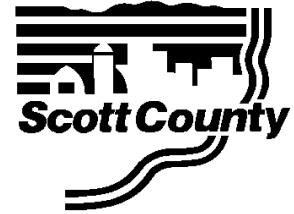


INFORMATION TECHNOLOGY

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April 20, 2021

To: Mahesh Sharma, County Administrator
From: Rita Vargas, County Recorder and Matt Hirst, Information Technology Director
Subject: Recorder's Office Record Scanning Project – Phase 3

In 2019, an ad-hoc committee comprised of Rita Vargas, Sherlyn Huber, Sara Skelton, Matt Hirst, John Heim, and Stephanie Macuga researched options and issued an RFP for preservation of records stored in the Recorder's Office on film.

Based upon the recommendation of that committee, the Board authorized the County Recorder to sign a contract not to exceed \$240,000 with US Imaging for professional services to complete Phases 1 and 2 of a project to scan and convert film based records to indexed digital images. Also, at that time it was communicated to the Board that upon completion of these initial phases a determination would be made and Board approval sought to undertake additional work.

Phases 1 and 2 to scan records and convert from analog to digital media land records from approximately March, 1971 to December, 1988 has been completed at a cost of \$164,354.19.

Costs to date are as follows:

<u>Description</u>	<u>Total</u>	<u>Date</u>
Board Approval of Project Phases 1 and 2	\$240,000.00	3/7/2019
US Imaging Invoice 13173	\$59,281.44	4/29/2019
US Imaging Invoice 14123	\$2,914.03	11/15/2019
US Imaging Invoice 15797	\$102,158.72	10/12/2020

The project was initially presented to the Board to be comprised of three (3) phases from US Imaging.

- Phase 1
 - Digitize and index Index Books
 - Scan aperture cards and microfilm
- Phase 2
 - Inspect all images and perform basic cleanup
 - Group all documents by book and page
- Phase 3
 - Fully Index documents
 - Rescan images as necessary
 - Redact SSN's

US Imaging bid Phase 3 as part of the initial RFP with anticipated costs at that time of approximately \$205,000. The cost estimate has been updated to \$241,121.99 using actual image number counts and quality information Scott County scanned image data. Phase 3 would include processing (full grantor/grantee double key indexing as well as image rescan and cleanup) for all aperture card and roll film documents and would provide indexed digital copies of all land records for the Recorder's Office business use from March 1971 through December 1988.

A final aspect of this project, not included in this board approval, would be to import final documents and indexing to COTT, the line of business application used in the office as well as to provide online public access. Once in COTT, all land records from March 1971 to current would be available to the public in digital format.

It is recommended the Board authorize the County Recorder to sign a contract not to exceed \$241,121.99 with US Imaging for professional services to complete Phase 3 of the project. Budget dollars are available from the County CIP program to pay for this project.

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

April 29, 2021

APPROVING RECORDER'S OFFICE RECORD SCANNING PROJECT - PHASE 3

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 record services with US Imaging in an amount not to exceed \$241,121.99 is hereby approved.

Section 2. This resolution shall take effect immediately.