

SOUTHEAST METRO STORMWATER AUTHORITY
acting by and through
SEMSWA WATER ACTIVITY ENTERPRISE

RESOLUTION NO. 23, SERIES OF 2007
(Authorization to Contract for Assistance in the Development
of a Records Management System)

WHEREAS, SEMSWA has been working with Arapahoe County record management personnel regarding records and files that will be taken by SEMSWA when SEMSWA moves into its own building; and

WHEREAS, SEMSWA will be developing its own information and records after it moves into its own building; and

WHEREAS, now is the time to begin development of a records management system starting with an inventory of existing records and defining what new records will be generated and the development of a file plan that will work for both paper and electronic records; and

WHEREAS, SEMSWA plans to hire an Administrative Assistant in the near future that can assist with record management activities, however, guidance is needed on how to develop a viable records management system; and

WHEREAS, staff has met with Jeanne Caldwell, Principal of Information Management Specialists, who has considerable experience in records management systems and discussed what assistance IMS may provide; and

WHEREAS, the Board desires to obtain records management services to assist staff in the initial stages of developing a records management system including an initial file plan that will work for both paper and electronic files.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Executive Director is authorized to retain a records management consultant to provide assistance to staff during and immediately after the transition from Arapahoe County to SEMSWA's own building.
- 2.. The Board authorizes an expenditure of up to \$15,000 for records management assistance without further approval of the Board.

(SEAL)

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Date: _____

ATTEST:

Secretary

Chairperson