

## ATTACHMENT I

### FILESTAR SOFTWARE APPROVAL

The Administration Department would like to begin the process of having many of our paper files scanned and stored electronically. We have a proposal from a local company who did this project for the City a few years ago. We'd like to start with the Board agendas and packets in January and then continue on with terminated personnel files, current personnel files, and finally construction documents. We are required by law to keep many of these files forever. It will be good to free up the physical space that these files occupy and also to have a system for easily accessing them should we need to meet a FOIA request. The first step in the process is to have the FileStar software installed.

THEREFORE BE IT RESOLVED that the Administration Department is authorized to purchase FileStar software at a cost not to exceed \$3,255.