

ATTACHMENT E

Approval to Scan and Archive Board Documents

Administrative staff would like the approval to have Board Meeting packets and minutes scanned and archived by Millennia Group. Millennia will upload the documents to FileStar for access. All Board minutes and agendas must kept indefinitely.

THEREFORE BE IT RESOLVED that Administrative staff is authorized to have Board documents scanned and archived by Millennia Group at a cost not exceed \$3,500.