



**City of Missoula, Montana
City Council Committee Agenda Item**

Committee: Budget and Finance

Item: Microfiche Scanning Agreement FY2024

Date: February 22, 2024

Sponsor(s): Kirsten Hands

Department or function: CPDI

Prepared by: Kirsten Hands

Ward(s) Affected:

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 4
<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 5
<input type="checkbox"/> Ward 3	<input type="checkbox"/> Ward 6
<input type="checkbox"/> All Wards	<input checked="" type="checkbox"/> N/A

Action Required:

Approve the agreement for scanning CPDIs microfiche inventory

Recommended Motion(s):

I move the City Council: Approve and authorize the Mayor to sign an agreement with MSI: Information Management Solutions for scanning the microfiche inventory in the Community Planning, Development and Innovation department for a an amount not to exceed \$87,593.55

Timeline:

Committee discussion:	02/28/2024
Council action (or sets hearing):	03/04/2024
Public Hearing (if required):	N/A
Final Consideration	N/A
Deadline:	03/04/2024

Background and Alternatives Explored:

The Community Planning, Development and Innovation (CPDI) department at the City of Missoula has approximately 90,000 (5-channel) jackets of microfiche with building plans and associated records for properties throughout the City dating back to its incorporation. Microfiche is becoming an outdated mode of records storage for ongoing accessibility. CPDI administrative staff receive records requests for information stored on microfiche each week. As microfiche is becoming outdated, we can no longer get replacement parts for the equipment. By scanning the microfiche records into a PDF/A (archival) format, these records can be ingested into our Accela platform – the solution the City uses to manage building permits – and associated with the original building permit. This will ensure that these records are stored in manner that will make them readily available into the foreseeable future

Financial Implications:

\$87,593.55 budgeted in the building fund.

Links to external websites:

