



Legislation Text

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Fiscal Note

The proposed resolution authorizes a ten-year contract with Access Information Management of WI, LLC (Access) for storage of the City's physical records. The total cost per month will be determined based on the quantity of records stored at Access, but is estimated to be under \$2,500 per month. The cost will be billed directly to agencies that are using the service. The estimated cost is comparable to the City's current cost for records storage services with the State of Wisconsin, which is discontinuing this service to the City. The cost of records storage will be included in agency operating budgets for 2023. No additional appropriation is required.

Title

Authorizing a ten-year term contract with Access Information Management of WI, LLC (Access) for storage of the City of Madison's physical records.

Body

Whereas, the State of Wisconsin, Department of Administration has sold the building that houses the City's physical records and has not committed to a space for storing all City physical records; and

Whereas, the City issued a RFP for record storage in May of 2022; and

Whereas, Access Information Intermediate Holding I, LLC (Access) was the sole bidder in the City's RFP for record storage (RFP 11047-0-2022-AH, IT Physical Records Storage and Management Services); and

Whereas, Access meets or exceeds all industry standards and requirements for the storage of records to include:

- Access facilities are required to conduct and perform daily, weekly, monthly, quarterly and annual safety/security/risk inspections.
- Access is audited by third parties on an annual basis to obtain security certifications and attestations related to SOC, PCI, NAID and PRISM.
- Access Team Members must perform inspections on all fire protection equipment. Additionally, Access has vendors perform annual inspections on fire equipment minimum of annually.
- Access maintains a comprehensive security program that monitors our facilities including police, fire and intrusion detection systems on a 24 hour basis 7 days per week.
- Access utilizes fuel-efficient, company-owned or leased delivery vehicles that include intelligent transportation routing (point to point GPS tracking) which can be monitored 24/7.
- Boxes that are transported from the record center are sealed with a strap that is removed by the client upon receipt of the box. Note that neither the strap nor the pouch can be opened more than once. This ensures that no material was viewed during transit (chain of custody maintained). The same three-scan process is utilized for both, inbound items and outbound items to ensure no loss of chain of custody of client materials during transport; and

Whereas, Access provides access to a comprehensive records inventory software allowing City agency records coordinators to manage the records in compliance with the City's records retention and disposition

schedules; and

Whereas, having a long-term commitment for the storage of the City's records is in the best interest of the City with respect to the security of City physical records and cost of storage; and

Whereas, the cost per month is dependent on services and amount of units within the records center, however, the cost is estimated to be under \$2,500 per month. This cost is distributed between all City agencies using this service; and

Now, therefore, be it resolved, that the Common Council hereby authorizes a ten-year term contract, with up to 3% annual increases, with Access Information Intermediate Holding I, LLC for the storage of the City's physical records; and

Be it further resolved, that the Finance Director or their designee is authorized to execute contract(s) for up to three additional five-year terms, which may include negotiated increases for future terms.