

CITY OF CROSSVILLE

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OFFICE OF THE
CITY CLERK

November 1, 2017

Greg Wood, City Manager
City of Crossville
392 N. Main St.
Crossville, TN 38555

RE: Proposal for transcription services

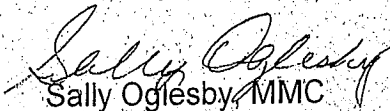
Dear Mr. Wood:

As you know, I have been working on a project to transcribe all the old handwritten minutes and ordinances to a format that can be put in our document imaging software and be searchable. I know that I will not complete the project prior to my retirement. I believe that it is a very important project to preserve and protect the history of Crossville. In addition, it provides a wonderful resource for historians and the Cumberland County Archives.

As of today, I have 646 pages remaining to be transcribed. That number will most likely be reduced some by the time of my actual retirement. On the average, it takes me approximately 6 minutes to transcribe a page. I would be willing to complete this project during my retirement at a cost of \$3.00 per page transcribed. I would provide you a statement monthly for the number of pages completed.

I have already talked to the IT Department and they can give me access to the computer in the Council Chambers for only that purpose. Valerie, Malena, or Melanie can open the vault for me to retrieve the books.

Sincerely,


Sally Oglesby, MMC
City Clerk