



Legislation Details (With Text)

File #: 17-0449 **Version:** 1 **Name:** Transcription Services
Type: Contract **Status:** Other Business
File created: 11/17/2017 **In control:** City Council
On agenda: 12/12/2017 **Final action:** 12/7/2017
Title: Proposal for transcription services of old minutes and ordinances
Sponsors: City Manager
Indexes:
Code sections:
Attachments: 1. Transcription Services

Date	Ver.	Action By	Action	Result
12/5/2017	1	Work Session		recommended for approval

Proposal for transcription services of old minutes and ordinances

SUMMARY:

Retiring City Clerk Sally Oglesby has proposed a contract with the City to complete the transcription of old handwritten minutes and ordinances (1901-1938) into a format that will be searchable in the document imaging software. This software allows the City to make the older minutes available through the website for the public to use.

As of November 1, she had 646 pages remaining to transcribe; however, this number has already been reduced to 567 and will be reduced further prior to her last working day on December 19. It takes an average of 6 minutes per page to transcribe. She proposes a fee of \$3.00 per page.

BUDGET ACCOUNT:

NECESSARY COUNCIL ACTION: Approve proposal.