

# Local Government Records Study Committee Meeting

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*Thursday, November 6<sup>th</sup>, 2014*

- A mandate for email archival will be a regressive expenditure that will affect small counties and cities the most on a per capita or per user basis.
  - Counties across the state have insufficient cash for a large projects associated with long term archival of records. According to records submitted to the state for the 2014-2015 budget year, only 4 counties will not spend from their carry-over funds.
  - These same records show a number of counties with \$0 allocated to IT/Technology budgets.
  - According to an ISAC poll only 51 counties have access to an IT technician. Many times this is an employee that is pulling “double duty” as a full time employee in another office, or is a private sector contractor.
  - The initial purchase price will be much higher on a per user basis in smaller counties. They will not have dedicated staff to adequately plan, test, and implement the required hardware and software.
  - Counties and cities may also be required to purchase additional networking and/or server equipment and licensure to manage the additional load placed on their systems.
  - Ongoing maintenance may also be much higher on a per user basis. Without a centralized administration system each component of the archival and documents storage system will need to be individually configured.
  - Soft costs also become a large factor as job descriptions may need to be changed to reflect the new way business must be done. In some cases an additional clerk may need to be hired to handle the amount of documents that must be entered into the archival system.
- Standard practice for email systems is for a non-archival storage scope. Additional hardware, software, and licensure must be purchased to enable archival of all ingoing and outgoing communications.