

## MEMORANDUM

**TO:** Governing Board Members

**FROM:** Chip Merriam, Deputy Executive Director, Water Resources

**DATE:** August 9, 2007

**SUBJECT:** Microfiche Conversion to Electronic Format for Permit Document Storage

### **Background**

The Regulatory Information Management Division (RIM) has cabinet files where approximately 280,000 microfiche containing images of permit documents are stored. To respond to requests for information, RIM staff use the microfiche to manually obtain copies of documents. The contractor will digitize the microfiche and place the digitized information in an electronic repository; this will make access and retrieval of documents easier and more cost effective for all stakeholders and enable requestors to access and retrieve documents without intervention by District staff.

### **How this helps meet the District's 10 year Strategic Plan:**

As part of the Mission Support Program to deliver high-quality, cost effective services. The District does not have staff resources to perform this task effectively.

### **Funding Source:**

Ad-Valorem fund from the District's General Fund and the Okeechobee Basin Fund in the amount of \$448,000 which is budgeted. Leahy Incorporated is the lowest responsive and responsible bidder.

### **This Board item impacts what areas of the District, both resource areas and geography:**

This item impacts the District's water resources information in its 16 county jurisdictional area.

### **What concerns could this Board item raise?**

If the Board does not approve this item, we will need to continue to search for permit information manually in order to respond to requests for information from staff and the regulated community and the process will continue to take some time to generate a response.

### **Why should the Governing Board approve this item?**

Approving this item will make it easier and faster for District staff and the regulated community to search for and find permit information; requestors will be able to access the permit repository without District staff intervention; District service to its customers will be greatly enhanced.