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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: BOARD OF COMMISSIONERS

Department Head: CAROL CHANDLER

Presenter, if needed: CAROL CHANDLER

Preferred Meeting Date: Wednesday, April 2, 2008

Wording for the Agenda:

Discussion by Carol Chandler of a proposal for the acquisition of electronic file management software.

Background/History/Details:

There are capital project funds appropriated for the acquisition of electronic records management software. [redacted]

Acquisition of the this module will provide some instant benefits in terms of integrating existing applications into the file manager system.

What action are you seeking from the Board of Commissioners?

After hearing the presentation, staff would like to be allowed to place this item on the Board's April 10 consent agenda for approval, so that the process of acquiring the software can commence.

If this item requires funding, please describe:

Funding for this project resides in a capital project account in the amount of $83,360.

Has this issue come before the Commissioners in the past? Yes

If so, when? Budget approval

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

- (●) Finance Review Complete
- (●) Purchasing Review Complete
- (●) Legal Review Complete
- (●) Administrative Staff Review Complete

Administrator's Approval: Yes

Confirmed Meeting Date: Wednesday, April 2, 2008

- ( ) Recognition/ Presentation
- ( ) Public Hearing
- ( ) Old Business
- (●) New Business
- ( ) Consent
- ( ) Report
- ( ) Other