

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
AUTHORIZING A CONTRACT WITH ACCUSCAN DIGITAL ARCHIVAL SOLUTIONS
FOR RECORDS MANAGEMENT SERVICES
FOR ARCHIEVE RECORDS**

WHEREAS, Hurricane Ida impacted New Jersey in September of 2021, bringing severe weather conditions including strong winds and heavy and sustained rainfall in some areas; and

WHEREAS, the storm event caused severe water damage to municipal facilities and building contents, including the basement of the Municipal Complex which flooded with several feet of water, damaging records stored within the basement; and

WHEREAS, the Municipal Clerk as the custodian of records worked with the State Department of Treasury, Division of Records Management that determined the water damaged records must be treated and preserved; and

WHEREAS, the documents have been treated and returned by Polygon and are currently being stored at leased space, now ready to continue with the next phase, which includes identifying and sorting the treated documents; and

WHEREAS, the Township of North Brunswick is currently a member of the Educational Services Commission of New Jersey State approved Co-op #65MCESCCPS; and

WHEREAS, AccuScan Digital Archival Solutions (with offices at 950 Mt. Holly Road, New Jersey 08010) is an approved vendor under Educational Services Commission of New Jersey Co-Op Bid #22/23-11 for Records Management Services; and

WHEREAS, AccuScan Digital Archival Solutions under ESCNJ Co-Op Bid #22/23-11 has reviewed the project scope and provided a proposal for identifying and sorting the treated records with a not-to-exceed amount of \$73,000.00 based on projected hours.

NOW THEREFORE BE IT RESOLVED, that the Township Council of the Township of North Brunswick does hereby authorize an award of contract to AccuScan Digital Archival Solutions with a not-to-exceed amount of \$73,000.00 for Records Management Services; and

BE IT FURTHER RESOLVED, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with AccuScan Digital Archival Solutions for Records Management Services in accordance with the previously approved Educational Services Commission of New Jersey Co-Op #22/23-11.

CERTIFICATION

I, Cavel Gallimore, Chief Financial Officer, certify that funds in the amount of \$73,000.00 are available within the Storm Recovery Trust account D-33-56-850-005-001. PRO23070

Cavel Gallimore
Chief Financial Officer

Justine Progebin
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
HUTCHINSON				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
MEHTA				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on October 16, 2023.

Lisa Russo
Township Clerk



NORTH BRUNSWICK TOWNSHIP RECORD MANAGEMENT PROPOSAL

Prepared by:

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May 22, 2023

**New Jersey State Approved Co-op # 65MCECCPS
RFP# ESCNJ 22/23-11 Bid Term: 7/1/2022-6/30/2024**

Introduction

We provide custom record management solutions for businesses of all sizes. Each project is priced according to the client's needs and designed to enhance the client's natural strengths while eliminating damaging and often dangerous weaknesses.

As the principal AccuScan consultant, Donna Sainson is on site throughout each project. We stress the idea of team experience and listen closely to ideas and concerns raised by North Brunswick Township and their staff. Before we begin a project, we discuss goals and areas of concern with staff so that we can be sure to retrieve, during the inventory, whatever information is necessary to make the staff's daily life easier. Throughout the project we continue to stress that North Brunswick's staff is the experts on what they do, and we will create the record program around their needs.

General Service Features

Organization

Before and during the document inventory we work hard to improve the look, design and quality of the record storage area. Space is a major factor in most offices and the record storage area is never the "corner office with a window" but we do all we can to make the areas look and feel better. We will sweep, clean, do minor repairs on shelving and cabinets and replace any damaged boxes if needed to make the space as user friendly as possible.

Inventory

The type of inventory we do is flexible. Some items are clearly boxed and rarely used so a notation of what is in the box is sufficient. Other mixed or problem, documents need to be inventoried by individual file folder to allow them to be found quickly. Still others may, for example, be filed by type but most often looked up by the name. In that case we would add an additional category so *Word Find* could be used to pull up the name in addition to the type. These are the kinds of things that are investigated at the start up but they continue to be addressed throughout the inventory. All boxes to be kept are labeled with box number, type of document, date, schedule, series, and destruction date and crushed boxes will be replaced if new boxes are provided.

Database

A Microsoft Access database is used for the inventory. We recommend leaving the information in an Access format because it is virtually impossible to change an entry while sorting. Each line or record is considered as one item by the software and always kept intact. The information can be sorted by any column title or you can use *Word Find* to look up a particular reference. The database will be designed to conform to the state of New Jersey's guidelines to allow the client to merge with the state ARTEMIS software in the future.

Ongoing Maintenance

We provide you with the label format like those we placed on the boxes and suggest a method of transferring boxes to storage that ensures you have all the information you need next time you destroy documents. We suggest that destructions take place once a year at whatever is considered your "slow" time. By sorting the database by

“Destruction Date” you can print out a list of all documents that can legally be destroyed. We recommend sending a copy of the list to each department whose records appear on the list and having them sign their approval as you do not want to destroy any document that is in litigation or audit.

Completing the Destruction Forms

We will compile all the information necessary to file the destruction requests through ARTEMIS and enter the data or assist you in doing so. We also make future destructions as simple as possible. Simply sort the inventory by Destruction Date and all eligible boxes are clearly displayed. Once you have determined that the documents are not in use by anyone you can complete ARTEMIS by using the information on the inventory. No additional lookups or research are needed. Once completed, just have the forms signed and submitted for approval to destroy.

The Final Report

At the end of the project, you will be presented with a Final Report and the Access database containing your inventory. The final report will outline what work was completed and make recommendations for changes in the way your documents are archived. The recommended changes are designed to enhance the system and keep records moving toward destruction in the most efficient, smoothest manner possible. One of the most common recommendations is that specific long-term hold documents not be boxed with short-term records slowing the flow of the document system. Each final report is specific to your office’s needs and is intended to continue to minimize the number of boxes held in your storage area.

Billing information

Billing to be invoiced upon receipt of the final report, balance due when payment received from North Brunswick Township.

Terms & Conditions

Prior to the commencement of a project by AccuScan, a number of terms and conditions must be present including, but not limited to:

AccuScan will rely on North Brunswick Township to provide the accuracy and proper classification of all files. North Brunswick will be responsible for instructing AccuScan as to how the files are organized (defining of records series) and explaining any industry "jargon" to describe a file or records series.

North Brunswick Township must make representations and warranties that no file presently under review is the subject of existing or threatened litigation.

AccuScan will not destroy any documentation but will make recommendations based on the appropriate state, federal, and industry retention schedules. Recommendations must be reviewed and approved prior to submission to the state requesting permission to destroy.

A coordinator (employee of North Brunswick Township) must be assigned to the project to work with AccuScan. The designated individual will act as liaison, coordinating all activities between AccuScan and North Brunswick Township as an entity. These duties will include but not be limited to:

- Interaction in proposal and subsequent contract negotiations;
- Handle invoicing and billing;
- Provide appropriate working conditions for AccuScan's consultant;
- Coordinate schedule of activities;
- Review forms.

The assignment of this responsibility to an individual at North Brunswick Township will remain constant through the life of the project.

The materials and services that will be required by AccuScan's consultant for the duration of the project are:

- An area designated for AccuScan's consultant to work within North Brunswick
- Access to Telephone, Photocopying machine, Office supplies, & Desk

This proposal is only for those records identified by Donna Sainson, on the site visit of May 18, 2023.

Project Background

The documents are located in three rooms of the temporary building being used by North Brunswick Township. All documents have been dried and treated following a flood of the original records room. All of the boxes are new and are stored on metal shelving. Documents were placed in boxes by the company that treated them, but any content labeled on the boxes is questionable at best.

AccuScan recognizes North Brunswick's desire to have their current situation analyzed and has made recommendations. We propose to develop and recommend an efficient, modern program, which will improve retrieval, security, and control problems. The proposed program will be in keeping with North Brunswick Township's philosophy of maintaining information in the most effective and efficient manner.

Project Proposal

All boxes will be opened and numbered. The documents contained will be checked for type and dates. All boxes will be listed on an Access (and Excel version) inventory listing:

- Box number,
- Document description,
- Dates from and to,
- State schedule,
- State series, and
- Destruction eligibility date.

The information will also appear on the box labels of any boxes not yet eligible for destruction. Access version of the inventory will be compatible with the state's

standards should ARTEMIS be upgraded to allow inventories to be merged with the software.

Boxes not yet eligible for destruction will be placed back on the shelves. Boxes eligible for destruction will be stacked separately to make removal easy.

Cost Rational

AccuScan will conduct the inventory of the records stored in the designated areas (as defined in the site visit of May 18, 2023). The inventory will be compared with the New Jersey retention schedule and recommendations for destruction will be made, where appropriate. Appropriate ARTEMIS information will be prepared for review and approval of North Brunswick Township. This does not include the physical destruction of any documents by AccuScan.

North Brunswick Township will provide office space and all necessary facilities for AccuScan personnel while engaged in on-site activities.

AccuScan will provide all the services as stated in this proposal. All participants base the cost estimate for the proposed services upon strict adherence to the project schedule.

Time required to complete the project is difficult to determine as it is impossible to tell how badly the document types/contents have been mixed during recovery until the boxes are opened and reviewed. Estimated time for completion:

Total Time to complete project is estimated at 635 hours at the ESCNJ Coop rate of \$115 per hour.

- On site work (review of boxes) 5 weeks
- Off site (data entry, coding, labeling, ARTEMIS prep) 6 weeks
- On site and off-site tasks to be completed concurrently
- They will be a total of 4 workers. 3 on-site and 1 off-site

The inventory will be done on an "Access Database".
The cost to implement the proposal is not to exceed

\$73,000

Prices are in effect until December 31, 2023.

Invoices & Payment

Payment to be invoiced upon receipt of AccuScan's final report

Inventory Fields for RIM Conversion

RIM Field	Field Definition
Municipality / Agency	The municipality or agency maintaining the record
Department name	Department within the municipality maintaining record
Department Supervisor Name	Supervisor of the record
Supervisor Phone Number	Supervisor phone number
Supervisor e-mail	Supervisor email
Record Type / Name	Name used to identify the record
DARM Record Schedule	NJDARM schedule (eg: C250000-904)
Municipal Record Series	Municipal record series number from DARM if it exists
Record Series	NJDARM record series number in 0000-0000 format
Record Medium	Medium or media in which record is maintained
Record Volume	Total page volume of the record
Annual Accumulation Rate	Number of new records per year
Estimated Activity	How often the user works with the record
Box Number	Box number
Location of Record	Text name of where the records are stored
Address	Location address
Identification	Rack /aisle identification
Electronic Record Location	Server name, network folder or any available info
Arrangement	Ways in which the records are stored
Record Creation Start Date	Record creation start date
Record Creation End Date	Record end date
Retention Requirements	
Record Custodian Name	Custodian name
Custodian Phone Number	Custodian phone number
Custodian Email	Custodian email
Restriction/Special Condition	Yes/no identifier
Inter-agency dependencies	If another department maintains or accesses the owning department's copy
Inventory Analysis Date	
Name & Phone of inventory clerk	

Sample ARTEMIS Report

Series			From Date		To Date	Hold	Destroy	Cubic Ft
	10							
	0000 General							
0005-0000	Banking - Deposit Slips	01	2004	12	2007	6 Yrs	2014	1
0309-0001	Invoices	01	2003	12	2009	6 Yrs	2016	20
0329-0000	Trial Balance	01	2003	12	2009	3 Yrs	2011	1
0325-0009	Vehicle Report	01	2005	12	2009	6 Yrs	2016	1
0416-0001	Time Records	01	1992	12	2009	6 Yrs	2016	11
0501-0002	Meetings - Agenda Copy	01	2005	12	2009	Periodic	2016	10
	910000 Utility							
0056-0000	Shut Off Notice	01	2004	12	2009	6 Yrs	2016	12
0100-0000	Meter Reading Sheet	01	2004	12	2009	6 Yrs	2016	16
0101-0000	Billing Register	01	2004	12	2009	6 Yrs	2016	19