



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Brown, Carlson, Mital, Simpson and Helgeson
FROM: Sue Fahey, Chief Financial Officer; Deborah Hart, Interim Finance Manager;
Sarah Creighton, Enterprise Risk Supervisor
DATE: June 27, 2018
SUBJECT: Records Storage Analysis / In-House Feasibility
OBJECTIVE: Information Only

Background

At the October 3, 2017 Board meeting, Commissioners were asked to approve a contract with DocuTRAK Imaging, Inc., of Eugene for records storage services, for a not to exceed amount of \$150,000 over five years. As a result of the ensuing discussion, staff was asked to research various options for ongoing records storage to ensure records are being stored in the most cost-effective manner.

Discussion

EWEB presently has over 1700 boxes of records in storage. Many of these records have a permanent retention requirement, so this figure is expected to grow over time as more permanent records are created. Oregon records laws require records with a retention period of 100 years or more to be maintained in hard copy or on microfilm. A minimum of 1000 sq. ft. is needed to house these records.

EWEB's records are subject to various state and federal retention requirements. Records are required to be kept in secure, fire-resistant structures where temperature and humidity are maintained at levels required to ensure optimum longevity of the records. These records must receive adequate ventilation and protection against insect or mold invasion and must not be exposed to moisture, sunlight or extreme temperature variations.

When evaluating options for storage of records, employee safety is an important consideration. In order to support a safe working environment, staff recommends adequate light, appropriate ventilation, and automation to move boxes down to the height of a work station. Alternatively, a scissor lift could be utilized to raise the employee up to the level of the stored boxes.

Staff considered the following options:

- New construction- Building a stand-alone building. Construction cost estimates include design, construction management, and overhead. Staff would need to purchase shelving and a lift device, as well as consider ongoing maintenance.

Staff also considered including space for records storage in an upcoming construction project at

Hayden Bridge. Cost estimates below do not account for staff time or environmental impacts inherent in travel between sites.

- Use existing space at the Roosevelt Operations Center (ROC). This option is not feasible due to space constraints from consolidation efforts.
- Maintain records off site. Cost estimates consider the upcoming organizational consolidation efforts that are expected to impact on-site storage availability and increase demand for offsite storage.

Figure 1. Storage Options Cost Summary

	Construction	Equipment and maintenance over 10 years	Total over 10 years
New Construction : stand alone	\$200,000 – 350,000	\$60,000 – 215,000	\$260,000 – 565,000
New Construction : add to Hayden Bridge Project	\$150,000 – 300,000	\$60,000 – 215,000	\$210,000 – 515,000
DocuTRAK			\$124,000 – 200,000

The present vendor’s fees have been lower than anticipated due to fewer boxes being requested from, and added to storage than was previously experienced. Additionally the level of service provided by this vendor has exceeded staff’s expectations. As a result of the savings in fees, staff has reduced annual budget requirements for records storage by \$20,000. Management believes the most prudent option is to continue storing records off-site at DocuTRAK.

Recommendation and Requested Board Action

This item is for informational purposes only. No Board action is requested.