

**City of Alexandria, Virginia
FY 2025 Proposed Operating Budget & CIP
Budget Questions & Answers**

April 19, 2024

Question:

What is an estimated cost associated in the City Clerk's Office with fulfilling the state requirements for microfilming records, other records management upkeep, and providing avenues for public access to records?

Response:

The City Clerk's Office is required by the Commonwealth of Virginia to provide the Library of Virginia microfilm copies of the City legislative history/documents for safekeeping in their facilities (microfilm is the recognized medium of storage for the Library of Virginia). In an effort to minimize cost, the City Clerk's Office has been microfilming records every five years. The department last sent records out for processing in 2018.

The cost estimate for document preparation, imaging and indexing, film production (with duplicates) and delivery and pickup of physical records from an imaging company would be approximately \$20,000 (for all years up to 2022) in one-time expenses.

To publish all records (City legislative history) on the City's website for access by internal and external customers, the City Clerk's Office has researched products created for storage and access of historical documents. ClerkBase was found to be the easiest to install and is the most user-friendly (with the most accessible interface for the public). This would provide anyone the ability to research City ordinances, resolutions, and minutes. The product includes conversion of documents for placement on website, setup, and training (for the Clerk's Office staff). The initial implementation cost estimate of \$10,000 would be incurred as a one-time expense while the department's existing budget would cover the minimal on-going maintenance fee. In addition to the one-time costs cited throughout this memo, both projects would require the use of temporary staff to assist with tasks such as loading boxes, tagging documents with metadata, and the scanning and uploading of files.