PRESERVATION BOARD WILL REVIEW

I. Project Description

Please provide a thorough description of the project and its community benefits. Include the following in your narrative:

1. Description of the property
2. Benefits to the community
3. Details of the project
4. Financial information

II. Support/Recommendation

Include any support or recommendations from local entities.

Name of Community
Name of Applicant
Name of Doctor

Date: Thursday, 4 January 2020
Project Title: Improved Historical Resource Commission Report 2020-2021

2019-20 CPA PROJECT FUNDING (APPLICATION)

City of Beverly, MA 01915
111 Cabot Street
Community Preservation Committee

City of Beverly, MA 01915
111 Cabot Street
Planning Department
Community Preservation Committee

City of Beverly
## Total Project Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,000.00</td>
<td></td>
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</tbody>
</table>

### Sources of Funding

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Beaverton, Beaverton City Hall</td>
<td>$10,000.00</td>
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<tr>
<td>City of Beaverton, Beaverton City Hall</td>
<td>$12,000.00</td>
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</tbody>
</table>

## Project Budget Form

**2019-20 CPA Project Funding Application**

**City of Beaverton**

**Community Preservation Committee**

191 Caddock Street, Beaverton, OR 97006

**Planning Department**

**City of Beaverton**
Please read the project information carefully. If there is more room, please note the details.

The project will be selected based on the condition of the area. The applicant must agree to and sign a memorandum of understanding before funds are advanced.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% Completion</td>
<td>January-February</td>
</tr>
<tr>
<td>Project Milestone</td>
<td>Estimated Evaluation, Preservation of Historic Structures</td>
</tr>
<tr>
<td>Project Milestone</td>
<td>Evaluation of Documents on Band</td>
</tr>
<tr>
<td>Project Milestone</td>
<td>Completion of Above Evaluation, Preservation of Historic Structures</td>
</tr>
<tr>
<td>Project Milestone</td>
<td>City Clerk</td>
</tr>
<tr>
<td>Project Milestone</td>
<td>Complete Restoration and Preservation of Historic Structures</td>
</tr>
<tr>
<td>Project Milestone</td>
<td>December</td>
</tr>
<tr>
<td>Project Completion</td>
<td>December</td>
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<td>Project Completion</td>
<td>October</td>
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<td>Project Completion</td>
<td>September</td>
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<td>Project Completion</td>
<td>August</td>
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<td>June</td>
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<td>March</td>
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<tr>
<td>Project Completion</td>
<td>February</td>
</tr>
<tr>
<td>Project Completion</td>
<td>January</td>
</tr>
</tbody>
</table>

Please provide a project summary below and describe the various activities, noting all project milestones.

City Hall Office - City of Beverly
Community Preservation Department, Beverly, MA 01915
City of Beverly Community Preservation Committee
Community Preservation Committee

Project Title: Beverly City Hall Historic Restoration Project 2020-2021
**Determination**

BHC Meeting date: 2/4/16

Due for submission: 2/14/16

**History of the Property**

- **Purpose of the BHC**
- **Historic Significance**

<table>
<thead>
<tr>
<th>Property Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address of Property</strong></td>
<td>191 Cedar Street, Beverly, MA 01915</td>
</tr>
<tr>
<td><strong>Property Name or Number</strong></td>
<td>Historic District Commission Project 2016-171</td>
</tr>
</tbody>
</table>

**Historic District Commission**

City of Beverly, Massachusetts

Application for Determination of }
During my tenure as Clerk, we have had many outside experts examine and review the historical records of our City. The methods we used in the past, when dealing with these records, have been effective. However, we have found that some of these methods are not adequate for the preservation of historical records.

The preservation of historical records is crucial for the documentation of our City's history. We have been working on creating a more efficient and effective system for preserving these records. This has involved the development of a new process for documenting and preserving the records. We believe this new process will ensure the preservation of our City's history.

One of the key areas we have focused on is the electronic storage of documents. We have implemented a new system for electronic storage, which has helped to ensure that our records are securely and efficiently preserved.

In addition to electronic storage, we have also been working on creating a more accessible system for accessing our records. We have developed a new website that allows the public to easily access our records. This has been a significant improvement in terms of accessibility and efficiency.

We believe that these efforts will help to ensure the preservation of our City's history for future generations. We have also been working on creating a more comprehensive system for documenting and preserving our records. This has involved the development of a new process for documenting and preserving the records.

We are confident that these efforts will help to ensure the preservation of our City's history. We believe that these efforts will help to ensure the preservation of our City's history for future generations.
<table>
<thead>
<tr>
<th>Itemized Project Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Expenditure</td>
<td>$1,350,000.00</td>
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</table>

<table>
<thead>
<tr>
<th>Itemized Project Expenses</th>
<th>Amount to be Funded by CPA Y/N</th>
<th>Reserve</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
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**Sources of Funding**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Percentage of Total Budget</th>
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<tbody>
<tr>
<td>City Budget</td>
<td>$100,000.00</td>
<td>74.6%</td>
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<tr>
<td>Community Preservation Ac Fund</td>
<td>$25,000.00</td>
<td>19.9%</td>
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<tr>
<td>Total</td>
<td>$135,000.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Project Budget Form**

2019-20 CPA PROJECT FUNDING APPLICATION

City of Beverly, MIA 01915
199 Cabot Street, City Hall

**Project Title**

Beverly City Hall Historic Exterior Conservation Project 2020-2021

**Organization**

City Clerk's Office - Beverly City Hall
Charlestown Bldg, Beverly Square Complex, Beverly, MA 01915

Applicant Contact Information

City of Beverly - Community Preservation Committee
199 Cabot Street, Beverly, MA 01915

**Project Description**

Include a five-year operating budget. Please feel free to photocopy or rewrite this form if more room is needed.

Beverly's Community Preservation Plan includes recommendations for the acquisition, rehabilitation, and renovation of historic buildings and structures. The project is a community project defined as a project that benefits or enhances the community as a whole, including but not limited to the acquisition, rehabilitation, or renovation of a historic building.

The project is a community housing project defined as a project that benefits or enhances the community as a whole, including but not limited to the acquisition, rehabilitation, or renovation of a historic building.
Please feel free to photocopy or reproduce this form if more room is needed.

(NOW): Funds will be distributed based on the conditions of the MOU executed as part of the project award.
Please Note: If the project is approved, the applicant must agree to sign a Memorandum of Understanding.

<table>
<thead>
<tr>
<th>Project Schedule</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application with City Clerk</td>
<td></td>
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<tr>
<td>Delivery of Researched and Prepared</td>
<td></td>
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<tr>
<td>December</td>
<td></td>
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<tr>
<td>Selected Documents and Presentation</td>
<td></td>
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<tr>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Continued Research and Preparation</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Completion of above evaluation</td>
<td>February</td>
</tr>
<tr>
<td>January-February</td>
<td></td>
</tr>
<tr>
<td>Project Milestone</td>
<td></td>
</tr>
<tr>
<td>Estimated Date</td>
<td></td>
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<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Project Start</td>
<td>2020-2021</td>
</tr>
<tr>
<td>City Hall Historic Corridor Conservation Project 2020-2021</td>
<td></td>
</tr>
</tbody>
</table>

Please provide a project timeline below and describe the various activities, noting all project milestones.

**Organizations**
- City Clerk’s Office – City of Beverly
- Community Preservation
- Beverly State, Jr., City Clerk

**Project Title**
- Beverly City Hall Historic Corridor Conservation Project 2020-2021

**Application Contact Information**
- Beverly, MA 01915
- 199 Cabot Street, Beverly, MA 01915
- Community Preservation Committee

**City of Beverly**
**Application for Determination of Historic Significance**

**City of Beaverton, Oregon**

**HISTORIC DISTRICT COMMISSION**

**Beaverton City Hall**

**1917 Colwood Street, Beaverton, OR 97006**

**Date: 2/24/16**

**Determination**

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Address</th>
<th>Year Built</th>
<th>Historic Name of Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Property Name]</td>
<td>[Address]</td>
<td>[Year Built]</td>
<td>[Historic Name]</td>
</tr>
</tbody>
</table>

**Prevent City Hall Historic District Conservation Project 2016-2017**

**Beaverton City Hall Historic District Conservation Project 2016-2017**

**City Hall 1917 Colwood Street Beaverton, OR 97006**

**Prevent City Hall**

**1917 Colwood Street, Beaverton, OR 97006**

**Prevent City Hall Conservation Project 2016-2017**

**City of Beaverton, Oregon**

**HISTORIC DISTRICT COMMISSION**

**Beaverton City Hall**

**1917 Colwood Street, Beaverton, OR 97006**

**Date: 2/24/16**

**Determination**

<table>
<thead>
<tr>
<th>Property Name</th>
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<th>Year Built</th>
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<tbody>
<tr>
<td>[Property Name]</td>
<td>[Address]</td>
<td>[Year Built]</td>
<td>[Historic Name]</td>
</tr>
</tbody>
</table>

**Prevent City Hall Historic District Conservation Project 2016-2017**

**Beaverton City Hall Historic District Conservation Project 2016-2017**

**City Hall 1917 Colwood Street Beaverton, OR 97006**

**Prevent City Hall**

**1917 Colwood Street, Beaverton, OR 97006**

**Prevent City Hall Conservation Project 2016-2017**

**City of Beaverton, Oregon**

**HISTORIC DISTRICT COMMISSION**

**Beaverton City Hall**

**1917 Colwood Street, Beaverton, OR 97006**

**Date: 2/24/16**

**Determination**

<table>
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<tr>
<th>Property Name</th>
<th>Address</th>
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<td>[Address]</td>
<td>[Year Built]</td>
<td>[Historic Name]</td>
</tr>
</tbody>
</table>

**Prevent City Hall Historic District Conservation Project 2016-2017**

**Beaverton City Hall Historic District Conservation Project 2016-2017**

**City Hall 1917 Colwood Street Beaverton, OR 97006**

**Prevent City Hall**

**1917 Colwood Street, Beaverton, OR 97006**

**Prevent City Hall Conservation Project 2016-2017**

**City of Beaverton, Oregon**
During my tenure as Clerk, we have rededicated our efforts to expand the scope of our many City Hall building records. We have made use of these materials and records to improve our City Hall building records. We have removed structures, office, and inside and outside conditions inside and outside our storage areas. Office and inside and outside conditions.

Committee Review to the Board of Library Commissioners, the report on collection of material, including the funding activity the report on collection of material, including the funding activity in order to those present.

The report on collection of material, including the funding activity in order to those present.

The report on collection of material, including the funding activity in order to those present.
Thank you for your consideration of our Round 7 Application.

Although the application process has just begun, I will be available as needed by my office, the Committee, and the Council to work through the application's eventual approval by both bodies. Funding and implementation of the project is a top priority for the City Council, and the process to reach my successor at City Hall will allow for a smooth transition of the project.

Finally, on a personal note, as I explain to the Committee during our last meeting, today is my last day in the office. I will be leaving vacation and personal time until my official retirement date of February 22, 2020. As I remain by staff and the public.

You should also know that Commissioner Black told me that lessons learned from this process will be applied to future initiatives.
Chains are no longer permitted on City Street.

City Clerk

Permits and Licenses

Business Licenses

City navigation

City Clerk

For more information about City services and programs call 311.
Bill Stewart

Best regards,

[Handwritten note:]

Dear Mr. Beverly,

We appreciate your business and the opportunity to offer our services to your community. Please contact us for any questions or to arrange transportation of your material.

Please find enclosed the results of our survey of your records with reference to dedication and corporation.

Yours sincerely,

[Handwritten note:]

January 8, 2020

[Stamp: City Clerks Office]
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
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<td>Record of Elections 1905-1994</td>
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</tbody>
</table>
SCOPE OF WORK - BOOKS AND DOCUMENTS

1. Maintain an INFORMATION LOG for each volume noting the following:
   - Condition of document upon receipt
   - # Pages and proper pagination, blank pages
   - Presence of pressure sensitive material
   - Presence of acidic glues, presence of samples, paper clips, etc.
   - Identification of certificates, records (manuscript, photostat, original, typed, etc.)
   - Notation of original lettering on spine and covers
   - Loose pages or attachments
   - Special characteristics
   - Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile. On rare occasions, the log will follow the book through the treatment process and is used in the final quality check. It is filed as a permanent record of treatment.

2. DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.

- Remove all original binding materials and adhesive residues.
- Securely bind the text block and spine.
- Ensure the spine is securely bound and carefully reassemble.
- Add endpapers or spine supports as needed.
- Reinstall the original or new binding materials.
1. Scanning of this form is available upon request.

2. Record is strictly forbidden.

3. Constructions and framing practices, including changes of any nature, must be performed in accordance with the architect's accepted standards of construction. All procedures to be performed in accordance with the architect's accepted standards of construction.

4. WEEKS' notice of the time of receipt of each item.

5. All resolutions will be completed within a period of approximately 1.4 volume.

6. Therapeutic report, referred to information log to be provided for each complete.

7. Volume.

8. TITLE STAMPING will generally follow the same format/scale of labels and/or previous requests.

9. 7/25 g area gold.

10. Toad line to be performed with 7/25 g area gold.

11. Core material to be utilized in construction. Each member of core shall be measured for dimensions and mass.

12. Boards to be of fresh products, board of the best quality available and must be of sufficient.

13. Frames to be by procedure of being nailed and must be no string on each board.

14. Bridge or board of board.

15. Text. Textbook Super Fine Print. 100 x Text Weight Adhesive Super Fine Print White, Decentive.

16. Book stamp to be inserted in each book from the beginning, durable, and able to withstand paper such as 80 lb.

17. Text to be kept in order of 7/25 lb weight.

18. For each volume. Twelve sheets to be chosen from unfiled loose stock, or board at.

19. Tapes and cover construction. Any unsizing should follow existing sizing and.

20. Binding style can be "case construction" with reinforcement in the end papers, cover to text.


22. Text to be reinforced with 27 g area gold.

23. Twelve cover material to be necessary.

24. Tapes of 7/25 lb weight, provided, furnished, glued, rolled, and sealed.

25. Cover material to be used is as follows.

26. Lose two volumes to be in board as follows.

27. Endpapers to be placed in delivery and endpaper with plain spine.

28. Endpapers to be made with 7/25 g area gold.

29. Different ends are made with different specialized.

30. Encapsulate sheets where necessary utilizing archival grade polyester encolors, and other.
G. COUNCIL-ER-EL-PAD

Paul M. Grindle, Council President

Respectfully submitted,

appreciate this letter's purpose to contact you regarding the 2020-2021 Historic Preservation Committee.

Our mission is to encourage and support the City's historic preservation efforts by reviewing and recommending projects that contribute to the City's historic character. We have conducted an extensive review of the applications submitted thus far in 2020-2021.

We understand your concerns regarding the preservation of the historic downtown area. We have received a variety of applications that reflect the diversity of our city's architectural heritage. Some applications focus on the restoration of historic buildings, while others propose new construction that incorporates historic design elements.

We have made significant progress in reviewing the applications submitted thus far. We encourage you to review the applications and provide feedback to the committee. Your input is valuable to us as we continue our efforts to preserve and enhance the City's historic character.

Thank you for your time and consideration. We look forward to hearing your thoughts on the applications.

Best regards,

Mayor's Office

City of Shelby

November 20, 2020

Shelby, NC

Historic Preservation Committee

Meeting Schedule:

Next meeting: January 5, 2021

City Hall, Room 200

Meeting times: 6:00 PM

Historic Preservation Ordinance

Community Development

City of Shelby

Historic Preservation Ordinance

Community Development

City of Shelby

Historic Preservation Ordinance

Community Development
I hope the comments will look favorable upon this application.

Yours, and I fully support his judgment.

I know City Clerk Jeff Siren carefully chose the documents most at risk for this application.

Please keep in mind that a loss of the historic resource because of the condition of the building. We cannot reuse documents from every building to which the community is part of the story and must be preserved. Some city documents, therefore, are important.

Furthermore, we are dedicated to support the conservation of the city’s historic records. Without some

Secretary

Re: Peetedy City Hall Historic Records Conservation Project

Peetedy, VA 22191
191 Church Street
Peetedy City Hall
Community Preservation Commission
Ms. Martha McCaroy

January 7, 2020
Dear Members, Delegations and Members of the Committee:

October 16, 2019

Re:

Section 8 of Chapter 60 of the Massachusetts General Laws makes it an "Every individual's duty to harvest" to report violations of the law. The penalty for failure to report is a fine of up to $1000. The law also requires that anyone who reports a violation be provided with a copy of the report and the name of the person who reported it. This is to ensure that the information is not kept secret and that the person who reported it is not retaliated against.

I have been informed by one of your City Clerk's assistants to provide some information on two issues:

1. The Commonwealth of Massachusetts
2. The Commonwealth of Massachusetts

Sincerely,

[Signature]

Deputy MA
191 Cabot Street
Beaver, PA 1913

Community Preservation Committee
I respectfully suggest that it would be a prudent use of CFC funds to preserve documents in

papers would be and then have new bindings applied, and new covers added

removed from the book. The covers and bindings disencumbered, the papers reinserted so loose

(2) Materials bound in books. If they are in need of restoration and preservation should be

Acquittor of the Commonwealth

John D. Warren, Jr.

Sincerely,

[Signature]
CONFLICT OF INTEREST CERTIFICATION

The Undersigned hereby certifies that:

1. The Undersigned has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract.

2. No consultant to, or subcontractor for, the Undersigned has given, offered, or agreed to give any gift, contribution, or offer of employment to the Undersigned, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Undersigned.

3. No person, corporation, or other entity, other than a bona fide full time employee of the Undersigned has been retained or hired to solicit for or in any way assist the Undersigned in obtaining a Contract upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Undersigned.

4. Undersigned understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws (M.G.L.), applies to the Undersigned and its officers, employees, agents, subcontractors, and affiliated entities.

5. Undersigned understands that the Undersigned and its officers, employees, agents, Subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

__________________________
Signature required
This certificate is hereby issued to certify that the undersigned duly executed the proposal mentioned in the foregoing and that the signature hereunto affixed is genuine and that said proposal was duly executed for and on behalf of said corporation. The corporation, through its duly authorized agent, signed said proposal on behalf of said corporation. I, the Clerk Secretary of the corporation, do hereby certify the accuracy of the above.
The City of Berkeley (f" above referred to as "the City") is seeking a Contractor to perform certain activities related to the Above Ground Project. The Contractor is expected to provide field supervision and staffing to conduct the necessary work in a manner consistent with the City's standards and procedures. The above-ground project will involve the installation of certain components and the City will rely on the Contractor to perform this work in a safe and efficient manner.

QUALIFICATIONS:

- The Contractor shall be capable of furnishing the necessary equipment and personnel to complete the work within the time frame specified in the works statement.
- The Contractor shall have the necessary insurance coverage as required by law.
- The Contractor shall have the necessary experience and expertise to perform the work in a manner consistent with the City's standards and procedures.
- The Contractor shall comply with all applicable laws and regulations.

SCOPE OF WORK:

- The Contractor shall complete the necessary work in accordance with the City's specifications and standards.
- The work shall be performed in a manner that minimizes disruption to the surrounding area.
- The Contractor shall ensure that all necessary safety measures are taken to protect the public and the work site.

The City reserves the right to amend or modify the above information at any time.
shall be approved by the City of Beverly.

equipment will be placed on materials into custom posts and used to support
reversibility and stability. Where appropriate, we have used pre-cast concrete
beams or other cover materials of the City's choice, using pre-cast concrete and
cast-in-place repair materials. Also, the concrete and pre-cast materials will be
removed and replaced with new concrete and placed in their original
positions. Secured materials will be removed and replaced with new concrete
and placed in their original positions. All other appliances will be performed with non-hazardous materials (e.g., wood, asbestos).
In the event there is a discrepancy in the numerical price and written price the lower price shall prevail.

**Company**

**Name of Person Signing Bid**

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide and made in good faith.

**Total Bid Price When**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Software</td>
<td>100</td>
<td>$1,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>2</td>
<td>Hardware</td>
<td>15</td>
<td>$500</td>
<td>$7,500</td>
</tr>
<tr>
<td>3</td>
<td>Labor</td>
<td>80</td>
<td>$20</td>
<td>$1,600</td>
</tr>
<tr>
<td>4</td>
<td>Services</td>
<td>20</td>
<td>$50</td>
<td>$1,000</td>
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</table>

**Book Year**

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<tr>
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<td>Services</td>
<td>20</td>
<td>$50</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Bid Preparation Form**
GENERAL CONDITIONS AND INSTRUCTIONS

1916 6th Street, Berkeley, VA 22719
Purcellville

[Text of document]
13. All contract awards are subject to an application for the good or service that is the subject of the bid

b) Bid Package Form

14. For evaluation and for form (bid certification)

17. Submission requirements

16. The bidder shall provide evidence of insurance in accordance with INSURANCE REQUIREMENTS for the City of Beverly (enacted on the purchase of commune work and if applicable, submit delivery date per this solicitation. The contract shall be completed by June 30, 2020)

19. Competitive bidding - Award of contract(s) shall be to the responsible and responsive bidder(s) with the best bid(s)

In effect for the contract, Toledo is available for viewing at the Office of the Director of Purchasing
The policies provided in the above form and any other form issued by the City of Revelstoke, which may hereafter be adopted by the City, shall not apply to any loss or damage arising out of the production or distribution of alcohol, and shall apply only to property other than alcohol. The policies provided shall cover all risks of loss or damage to the property described in the policies, and shall be subject to the terms and conditions contained therein.

Insurance Requirements

The City of Revelstoke, through its Department of Fire Services, requires all businesses engaged in the production or distribution of alcohol to carry insurance as follows:

A. (Copy Name) shall purchase and maintain such insurance as will protect him from any loss or damage to the property described in the policies.

B. (Copy Name) shall provide proof of insurance to the Department of Fire Services upon request.

C. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

D. All insurance policies shall be provided by a best-rated carrier in the Province of British Columbia.

E. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

F. Deductible: in the event of a claim, (Copy Name) shall bear costs of any amount deductible from the policy.

G. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

H. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

I. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

J. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

K. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

L. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

M. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

N. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

O. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

P. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

Q. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

R. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

S. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

T. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

U. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

V. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

W. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

X. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

Y. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

Z. (Copy Name) shall keep a record of all insurance policies and make them available for inspection by the Department of Fire Services.

City of Revelstoke
Department of Fire Services

[Signature]
All subcontractors and lower tier contractors. The owner shall not be liable for
Any additional physical damage covered shall be at the option of (Corporate Name).


**$1,000.00 per occurrence**

**C. Business Automobile Liability:**

Add as an additional insured as their interest may appear.

| Limit of Liability | Limits of Liability to be provided shall be as follows:
|-------------------|--------------------------------------------------
| $5,000’000/000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’000’
The contractor shall be responsible for the work and take all precautions for the safety of persons and property in or about the work. The contractor shall:

- Assume the defense of and indemnify and save harmless the designer, the owner, and their officers and agents from all claims relating to labor performed or contracted for or pay for cause proven to be made for labor performed or contracted for at
- Pay or cause payment to be made for all labor performed or contracted for and for all
- Insure or provide other security for the completion of the work, and shall bear all
- Federal or State licenses or permits required in connection with the work.

The contractor shall:

- $2,000,000 for personal injury and property damage
- $2,000,000 per occurrence bodily injury and property damage
- $2,000,000 general aggregate
- $2,000,000 per occurrence

Primary coverage required. The limits of liability to be provided shall be as follows:

Liability covering above coverages shall be in excess of the primary limits of the contractor or owner.

**D. Limitation of Excess Liability**

The cost of defense must be added as an additional insured as their interest may appear.

**Exposure Statement**

Physical loss or damage to any owned, non-owned, leased, rented or hired
The work specified in the Contract and all services are subject to the signature of the City to indicate the goods or services are satisfactory. All inspection of goods and counting of services shall be undertaken to indicate satisfaction. Acceptance of the City of Beverly. Proper acceptance shall be understood to include the Municipal Commission's notice of the described goods or services.

4.**Acceptance:**

All goods or services received and executed by the City of Beverly will be considered as completed after proper verification. The contract will be considered as complete within thirty (30) days of receipt of the invoice. The City agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the contract price to be paid to the Contractor by the City of Beverly.

<table>
<thead>
<tr>
<th>[Fax Number]</th>
<th>[Telephone Number]</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Address of the Contractor]</td>
<td>[Address of the Contractor]</td>
</tr>
<tr>
<td>[City, MA]</td>
<td>[City, MA]</td>
</tr>
</tbody>
</table>

This Contract is effective from the date specified and between the City of Beverly and the Contractor.

**DATE:**

**CONTRACT**

**CITY OF BEVERLY**
Subject to Application:

This Contract shall be null and void if in the opinion of the City's Financial Director, the terms and conditions set forth in the Contract documents and applicable criteria do not support the adequacy of the Project for the overall financial requirements of the City. The City is entitled to make any changes or additions to the Contract as it deems necessary in the best interest of the City.

These Contract documents shall be null and void if the Contractor is unable to perform the work as specified in the Contract documents to the satisfaction of the City.

Notwithstanding anything to the contrary in the Contract documents or any other written or oral agreements, the City shall have the right to terminate the Contract at any time for any reason.

Terms of Contract and Time for Performance

1. Work: The services of materials committed for, or to be, performed.

2. Order: The order to proceed with the work, as specified in the Contract documents.

3. Goods: The goods, supplies, or materials to be provided by the Contractor.

4. Time of Substantial Performance: The date when the work is sufficiently complete.

5. Substantial Completion: The date when the work is sufficiently complete to be declared substantially complete.

6. Notice: Notice of substantial completion shall be given by the Contractor to the City, and the City shall give notice of acceptance of the work.

7. Court: The court shall have the power and jurisdiction to determine any dispute arising out of or relating to the Contract, including any claim for breach of Contract, and the Contractor shall submit to the jurisdiction of such court.

8. General: All documents related to the Contract shall be kept in the City's records and shall be subject to inspection by the City at any time.

9. Governing Law: The Contract shall be governed by and construed under the laws of the State of [State Name].
The following shall constitute causes of default under the Contract:

1. Any material misstatement made by the Contractor.

2. Failure to perform and possess said by the Contractor. Failure to perform and possess said by the Contractor, which will be deemed to have occurred when received by the Contractor, on or before the stated date.

8. Termination and Default

Performance of the Contractor shall be secured and paid for by the Contractor.

Penalties, Licenses, Approvals, and all other legal or administrative prerogatives as is
The Contractor shall keep the City informed of all expenses and income, and:

10.1 The Contractor shall keep an accurate record of expenditures and income and shall file all reports required by law or regulation, and shall submit all financial reports as required by the City. The Contractor shall file all financial reports and keep all records in accordance with applicable laws and regulations.

10.2 Wherever applicable the requirements of this section shall be considered to impart such form or manner as may be required by law or regulation.

10.3 The Contractor shall file all reports and comply with all laws and regulations.

10.4 The Contractor shall keep the City informed of all expenses and income.
Assignment

The Contractor will carry out the obligations of this Contract in full compliance with all

Assignment

Commonwealth of Massachusetts as they may from time to time be amended.

Assignment

Consent of Lien Commissioner of Massachusetts or a Substitution

by all Contractors Pursuant to Section 4A (Assignment of the Commonwealth or Consent of the Commissioner) as

Assignment of Lien Commissioner section 4A (Assignment of the Commonwealth or Consent of the Commissioner) as

Chapter 288-A

if not the assignees, employees or subcontractors are hereby in violation of General Laws

Chapter 288-A

Same as above. The Commission shall be deemed to accept the bond which shall constitute a violation of said bond. The Contractor may be deemed to have accepted the application for payment of work. The Commission may, at its discretion, continue to perform the work in violation of said bond. The Contractor shall be deemed to have accepted the application for payment of work. The Commission may, at its discretion, continue to perform the work in violation of said bond.

Conflicts of Interest:

conflicts of interests of any such law, by-law, regulation or decree.

Conflicts of Interest:

chief, or deputy, and the key people, their responsibilities and duties, and their role in providing the services of the City of Beverly.

Conflicts of Interest:

if any license issued in Beverly, shall regulate, control or affect the said business or profession.

Conflicts of Interest:

any license, by-law, regulation or decree. It shall furnish that report to the same

Conflicts of Interest:

any license, by-law, regulation or decree. It shall furnish that report to the same

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any license, by-law, regulation or decree. It shall furnish that report to the same

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any license, by-law, regulation or decree. It shall furnish that report to the same

Conflicts of Interest:

any license, by-law, regulation or decree. It shall furnish that report to the same

Conflicts of Interest:
The Contractor shall indemnify, defend and save harmless the City, the City’s officers,
employees and assigns from and against any and all damages, liabilities, actions, suits,
claims, losses, costs, expenses, recoveries or any other proceeding, claim, demand, suit, action
or controversy to which the Contractor may be subject or for which the Contractor is liable or
responsible out of or in connection with the work done pursuant to the provisions of the
contract. Under this Contract, the City or any of its officers, employees, agents, or assigns
shall not be liable for any injuries to persons, death, or damage to goods or property
caused by or resulting from the performance of any work hereunder unless such injuries,
death, damage or loss result from the willful or wanton misconduct of the Contractor or its
agents or employees.

The City, by reason of this Contract, will be held harmless from any and all responsibility
for any work done thereunder unless the Contractor is at fault, and provided that the
Contractor has complied with all the terms and conditions of this Contract.

The City, by reason of this Contract, will be held harmless from any and all responsibility
for any work done thereunder unless the Contractor is at fault, and provided that the
Contractor has complied with all the terms and conditions of this Contract.
any material produced in whole or in part under this contract shall be subject to

confidential data

section 3.1 and regulations relating to confidentiality, security, privacy, and use of
database laws of protection as set forth in the provisions of this article.

section 2.0, the contractor shall provide the insurance required by this article.

section 4.0, the contractor shall provide the insurance required by this article.

the provisions of chapter 15 of the general laws of massachusetts.

the contractor shall provide the insurance required by this contract.

section 6.0, the contractor shall provide the insurance required by this contract.

20.20

specifically intended by the City.

of this contract before the same shall be binding on the parties hereto, except as

the City, except as otherwise provided in the provisions of this contract.

except to the extent required by law.

the provisions of this contract.

the provisions of chapter 15 of the general laws of massachusetts.

the contractor shall provide the insurance required by this contract.

section 6.0, the contractor shall provide the insurance required by this contract.

the scope of the contractor's indemnification under this contract.

loss negligence or wilful misconduct. The existence of insurance shall in no way limit
Notice

This paragraph shall not be construed to imply any other legal presumption of waiver of the right to believe in the correctness of the assessment of the party. Any notice of any change, correction, or other action taken by the party shall be given in writing. Any notice required or permitted under the provisions of this Part or any other law shall be given in writing.

Forum and Choice of Law

Any dispute or claim arising out of or relating to the Agreement, or the breach hereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Any arbitration so commenced shall be governed by the laws of the Commonwealth of Massachusetts. Any award shall be finally binding upon the parties.

Waiver and Amendment

The failure of the City to enforce any provision of the Agreement or to exercise any right or power contained herein or to waive any violation of the Agreement shall not be deemed a waiver of any other right, power, or provision of this Agreement.

Payment

The City’s payment of any amount covered by the Agreement shall be deemed full payment and receipt thereof shall be conclusive evidence of the same. Any failure to make all payments and other amounts required by the Agreement shall be deemed a default and shall entitle the City to declare the Agreement null and void. Any amount that may be payable to the City may become a lien on the work performed.

Partial Payment

Any reasonable actions to recover any amounts owed under the Agreement shall be deemed partial payment and partial payments shall be deemed full payment.

Additional Inspection and Acceptance

All work shall be subject to final inspection and acceptance by the City. The City shall have the right to perform such inspection at any time, and the City’s acceptance of any work shall not be deemed a waiver of any rights under the Agreement.

Risk of Loss

Unless otherwise stated in the Agreement, the risk of loss of the work shall pass to the City upon delivery to the City. The City shall have the right to accept the work in its current condition or to require the contractor to perform any additional work required to repair any defects.
SUPPLEMENT "G" to Chapter 20B

[Duplicate of Chapter 210]

Section 1 (Amended by the provisions of General
Laws Chapter 20A)

SUPPLEMENT "S" to Chapter 20B

Applicable to Contracts for the Procurement of
Goods (except for the provisions of General
Laws Chapter 20A).

This instrument, signed by the Mayor of the City of Everett, on the last page, is hereby certified by the Mayor of the City of Everett, who will affix his signature thereon. The instrument shall be deemed executed when the last page is signed by the Mayor of the City of Everett, who, upon execution, shall affix his signature thereon. The instrument shall be deemed executed when the last page is signed by the Mayor of the City of Everett, who, upon execution, shall affix his signature thereon.
CERTIFICATION AS TO AVAILABILITY OF FUNDS:

[Signature]

[Date]

City Solicitor

APPROVED AS TO FORM:

[Signature]

[Date]

[Name]

[Position]

THE CONTRACTOR:

[Signature]

[Date]

IN WITNESS WHEREOF the parties have hereunto set
5.1 The Contractor shall explain and maintain the following insurance:

- All forms of workmen's compensation and employers liability.
- All forms of general liability.
- All forms of property damage.
- All forms of automobile liability.
- All forms of professional liability.

The amount of the said insurance shall be not less than the amount of the project and shall be renewed as necessary.

4. The Contractor will defend and pay all the losses and damages arising from the execution of the work.

3. It is agreed that the Contractor will comply with all the laws and regulations applicable to the project.

2. The Contractor shall not be liable for any damages caused by the Subcontractor.

1. This agreement is subject to the general provisions of the Contract between the City of Monterey and the Contractor.
$1,000
$2,000
$3,000
$4,000
$5,000
$6,000
$7,000
$8,000
$9,000
$10,000

Personal Property
Personal Property Coverage
Personal Property Coverage Limits
Personal Property Coverage Limits
Personel Property Coverage Limits

Liability limits of liability to be provided shall be as follows:

Other coverage limits provided for, in any further amendment of this insurance.

shall be as follows:

Policies and Limitations of the insurable event, and the limits of liability provided

Workers’ Compensation Insurance:

Before any liability is incurred, a Certificate of Insurance will be issued.

The certificate shall be issued as additional insured under each policy.

Policies provided:

Policies provided in accordance with the terms of this insurance.

Loss of Use or Loss of Use of Any Kind is not covered.

All insurance provided by this document shall be provided by a Standard V. + III. and Company.
Performance and Evaluation

If required, the Contractor shall provide the Owner with a performance bond and a letter and evaluation of the Contractor and its employees, in the amount of $5,000,000.

The Contractor shall be responsible for the work and its performance.

Indemnification

The Contractor shall indemnify and hold harmless the City and its employees from and against any loss, damages, or expenses to which they may be subjected in connection with the work.

5.1.2 Limitations of Liability

The City of Perris and its employees shall not be liable for any direct, indirect, or consequential damages that may result from the performance of the work.

Business of Construction

Any参考资料 or performance bond required by any governmental entity or the Contractor shall be addressed in this document. The City of Perris must be addressed in the contracts.
CERTIFICATION AS TO AVAILABILITY OF FUNDS

Date

City Solicitor

APPROVED AS TO FORM ONLY AND NOT AS TO SUBSTANCE.

__________________
Print Name & Title

__________________
Signature

__________________
Company Name

__________________
Date

THE CITY

THE CONTRACTOR

From their hands the day and year first above written.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals hereon.

__________________
Date

seals hereon:

This Agreement is intended to have effect as a sealed instrument. Witness our hands and
Request for Proposal or Invitation for Bid Number: 19-028

Personal Information

Attention: will be sent to all bidders who have provided the City with this information is issued it will be sent to all bidders who have provided the City with the following information. In the event of any discrepancy, please contact the City of Beverly Purchasing Department at 978-921-7300.

If you are downloading a bid please refer to the bid opening date. If you are downloading it is the bidder’s responsibility to ensure that they have received all addenda.

Proposal / Bidder Registration Form
Suggestion:

We look forward to being of service to you, during and after the implementation of our

options.

We are always pleased to be informed and to update or change any of our recommendations.

Based on the best information that was available at the time, if conditions do change,

the need to respond to your question should be pointed out. Any suggestion

made in this report requires a series of discussions with your part. It may be nec-

essary for us to discuss our recommendations and decisions, and we will be available for whatever

show we around. We want our questions and comments to be helpful to us.

We want to express our appreciation to all the people who were so helpful to us.

Dear Mr. Wilson:

Attentive:

Alvin D. Weyss, Jr.

191 Compo St.

Beverly, MA 0915

City of Beverly

September 18, 2019

KING INFORMATION SYSTEMS, INC.
TABLE OF CONTENTS
People who maintain the system is only as good as the people who maintain it. We mean to convey the message that constant attention and policing are necessary. Many of our suggestions are primarily "human-related." By that expression, we mean that the records recognition project have been made and will continue to be made during the implementation phase of hand-ed on an ad-hoc basis and need not be in this report. Such recommendations are based on many small suggestions can best be recommended will be detailed and easily updated inventory of stored records.

Since our recommendations are going to include re-boxing, an index system, and literal thought all of the monthly storage boxes during the final array of survey phase, it should be made in anyway. For example, it makes little or no sense to go money. We have noticed the completion of a records inventory for those items that should be pointed out that in the interest of conserving time and saving
supplies, making reference extremely difficult. and "physically"
ker and "missing" box lids AND, also speech is often "blocked" by boxes/junk.
more boxes have just been "broken open" due to stacking, there are lots of "for
arranged on shelves" some boxes have also been "opened", after review, many
looked on a side of the box, so you can't even see if when boxes are "stacked" or
If all of the above weren't bad enough, the indexing often appears on the
recognized - nothing at all!!

higher/detax) or the few) or the only or departmentalize only or - "lots" or our
packages/packages/ code packages/indexed in the boxes, etc. also versus a given deal!!
letter can size chome AND, many loose folders and wallers "glummed"
"TONS" of bound material post letter doors, a few "resembled" plans, "LOTS" of
check size boxes, as well as several acid-free associated size boxes, few can files,
too heavy, several "oversized" other boxes, lots of odd sizes, some standard and
records are stored in wide variety of boxes, many 2" inches deep and
of removing records to from the various storage areas.
no "standards" in terms of boxes or indexing, and no procedures for other adding
and boxing up their own records, as well as for labeling the boxes. AND, there are
particular. The individual departments are more or less, responsible for printing
overall responsibility for the archives has not been delegated to anyone in
local system, no "description program"
"constructed" with retention schedule, no index or cross-reference system, no
The town does not have a formal records retention program in place - no

ARCHIVES

2
Our inventory reveals the following archival records:

- Approximately 500-gross size bound books/some metal post as well
- Approximately 1000 flyleaf sheets bound with some metal post

In addition to records stored along the wall,

All these mobile metal shelves unit, 76 7/9 high x 48 wide x 18 deep, and

Additional records are stored in the 4-foot-tower, with a two-door storage cabinet. Additional records are stored in

deep shelving height about 91. Records are arranged on the second level of "A" level. Records are approximately 78" high x 25 wide, and the inner dimensions are approximately 73" wide x 202"

*(BASEMENT VAULT)*

The entrance to this small vault is approximately 3 feet below the main level.
Our inventory here revealed the following records:

**Blocking access to shelving**

- Vending equipment and plastic bins. etc. are just stacked right on the floor.
- Moving through the shelving. Several boxes containing destruction along with lots of shelving/24 deep, which simply surrounds the room with piles along the right
- The majority of the records here are arranged on some "homemade" wooden

x 246 deep stacking height, about 83.

immediately 74 high x 42 wide, and the inner dimensions are approximately 192 wide

(b) **BASEMENT STORAGE ROOM** The entrance to this room is approx.


- 4 stock sub-cabinet card size boxes: more meeting notices. 1959-69/1971-

- 4 main folders (approximately 1") - Public property committee, 1959-1971.

- 4 main folders (approximately 1") - Joint standing committee, 192-

- 1921

- 2 expansion walls (approximately 2") - clerk of committee records, 1920-

- 1920

- 1 expansion pocket (approximately 1") - standing committee on library

- 1 main folder (approximately 1") - more cards of office, 1877-85

- 4 check size boxes: more with small accessions, 1923-42

- 4 folders (approximately 5") - planning board, 1955-68

- 4 folders on the "small" city manuals, back to early 1900's

- Soils report, 1965-66 environmental impact statement, 1972, etc.

- Stack of associated reports (approximately 8") - report master plan, 1973.
1970s (at least), "new police station meeting minutes, 1938; more contracts &
lease/releases/management agreements/company firearms statements, early 1900s.

1 odd box: more of "legal documents (leases of property & assignments)
1 3 cube boxes: 2009-12
1 3 cube box: "documents, 1718-1874 (7)

1986-1991:
more finance reports, etc. 1970/1972/1990-95: ambulance contracts, 1986 (all)
1 24 inch box: assessed property reports (sewerage/environmental, etc.?)
3 folded maps/plans
2 small packages: early record books, 1897/1899. Board of aldermen.


1 3 cube box: more audit reports, 2011-12/budget analysis, 2010-2012/con.
1 24 inch box: finance reports, 2000-10
1 24 inch box: proposal into
1 standard box: city council orders, 1911-?
1 3 cube boxes: 1965, etc.

- 1980s (at least)

footnotes: real estate transfers/changes etc. back to early 1900s.
- 1 box cover: legal documents/inventory/changes/mortgages/changes/
- 2 odd boxes: scheduled meetings, 2009-11
- of the whole: Public Service & the Revenue & Prop. Legal Affairs @ Account, 2013
- 1 small box: meetings (budget, 2002-03; executive session; committee
- sheets, 2011)

- 1 small box: minutes receipts, 2009-10/individual cash receipts & daily
- 1 24 inch box: more permits/licenses, 1986-88
- 1 24 inch box: more permits/licenses (audience requests, etc. hed/junk/phone)
- 1 24 inch box: more permits/licenses, 1951-87

2010-11

- 1 24 inch box: applications for licenses, 2009-12/dealer license renewals.
- 1940:6-4: House #s, 1888, 1876; sheets measurements, 1902, etc.
- pole locations, 1940-58; more licenses 1920-25; liquor licenses 1884-94; gas.
- 1940-64: more associated size bound books (approximately 20)
- reports, 1991-95/96/2000-01/2005-06; water supply board reports, 1993
- 3 standard boxes, 2 24 inch, loose (approximately 10) environmental
- 1 expansion wallet more annual reports, 1967-1973

1992-99

- 3 15x11 computer punch binders (approximately 40): budget requests
- 1 Tom expansion wallet, Brimbal Ave. School, 1970...
- 2 odd boxes: expired cards
- books: applications, 1970-88; 2 receipts, 1971-79; Wan, records, etc.
- 2 metal post binder books (approximately 6). 1 3 cube box (10 more
- specs, 1940s, 50's, etc.)
Records are arranged on a variety of equipment – several book rollers. Your
inner vault, really high!
are approximately 12½’ wide x 13½’ deep/per vault ceiling height about 8½’
subsequent is approximately 7½’ high x 2½’ wide, and the overall interior dimensions
floor vault – this vault consists of two small separate areas.

- 2 4½ inch boxes
- 1 4½ inch box: census
- 2 odd boxes: more candidate finance reports, 2001-07 (at least)
- 1 odd plastic bin: re-pedalizing, 2010-11
- 1 standard box: BOA applications, 1992-96

variances, 1983; zoning board master plan, 1987; special permit (Seyfert SL)
1989-2000; community finance reports/elections, 2000-08; BOA applications for
1993: committee agendas/decisions, 1999-2000; zoning ordinance amendments,
board applications/approvals, 1980-2000; planning board building applications,
permit & nomination paper receipts, 2011-13; BOA committee, 1992; planning
<table>
<thead>
<tr>
<th>Application/Selections</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 x 5 cardboard boxes</td>
<td>CD of meetings, 2012-current</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract:</th>
<th>1991-97, 1 drawer=more than 1 contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991-97</td>
<td>6 drawers=more than 1 current contract.</td>
</tr>
<tr>
<td>1991-97</td>
<td>3 drawer=more than 1 business contract.</td>
</tr>
<tr>
<td>2013-19</td>
<td>4 drawer=more than 1 legal contract.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Council Orders:</th>
<th>2016-19, 1 drawer=more than 1 current contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-19</td>
<td>2 drawer=more than 1 current contract.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Early 1996</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7 small books (approximate)</td>
<td></td>
</tr>
<tr>
<td>1 ring binder (approximate)</td>
<td></td>
</tr>
<tr>
<td>7 large books (approximate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items:</th>
<th>2006-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 acid-free box</td>
<td></td>
</tr>
<tr>
<td>1 manila folder (approximate)</td>
<td></td>
</tr>
<tr>
<td>1 manila file (approximate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deeds:</th>
<th>1993-1907</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 small pockets</td>
<td></td>
</tr>
<tr>
<td>1 manila folder (approximate)</td>
<td></td>
</tr>
<tr>
<td>1 manila file (approximate)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town Records:</th>
<th>1963-1978</th>
</tr>
</thead>
<tbody>
<tr>
<td>1972-1974, 1 drawer=more than 1 current contract.</td>
<td></td>
</tr>
<tr>
<td>1975-1985, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>2003-2017, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marriage/Death Index:</th>
<th>1986-1907</th>
</tr>
</thead>
<tbody>
<tr>
<td>1863-1907, 1 drawer=more than 1 current contract.</td>
<td></td>
</tr>
<tr>
<td>1863-1873, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1874-1877, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1878-1890, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1891-1895, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1896-1898, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1900-1907, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1908-1910, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1911-1915, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1916-1918, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1919-1921, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1922-1924, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1925-1927, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1928-1930, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1931-1933, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1934-1936, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1937-1939, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1940-1942, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1943-1945, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1946-1948, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1949-1951, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1952-1954, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1955-1957, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1958-1960, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1961-1963, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1964-1966, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1967-1969, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1970-1972, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1973-1975, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1976-1978, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1979-1981, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1982-1984, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1985-1987, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1988-1990, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1991-1993, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>1994-1996, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>1997-1999, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>2000-2002, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>2003-2005, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>2006-2008, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>2009-2011, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
<tr>
<td>2012-2014, 1 drawer=more than 1 business contract.</td>
<td></td>
</tr>
<tr>
<td>2015-2017, 1 drawer=more than 1 legal contract.</td>
<td></td>
</tr>
</tbody>
</table>
However, during our inventory we discovered several more people fit our candidates already completed, a little bit of timing—see records referred on pages 16-17. I refer to the candidates for training. CONTACT US for training.

Next topic: Microfilming. Simply pull any other semi-philatelic-perma-
"back-up" documents, level of reference, and so on. The necessity of retrieving certain documents and for how long, such as ephemera through the gay areas. Necessary questions would be asked in order to determine extremely helpful during any conversion, as they are related to assists in "weeding" this step would be addressed as part of the report. Our archive supervisors can be than one name—CONFUSING. If you drop out, keeping recommendations, then needs to be standardized. It is not unusual to find a record referred to by NOW. The lexicographer address information, that is actually referred to in your view. AND the lexicographer "customized" to include only information that is covered by lexicographer that.

The problem here is that a proper relation schedule should be created and incorporated. (2) You are not adhering to many of these guidelines.

during our inventory are not even referenced. (2) Lexicography and indexing are also four big problems. (1) schedules are not "philatelic"—some records discovered. We have reviewed the entire record relation schedule AND these are really consultant can actually solve the problem.

as new methods ofauthentifying records, all combine to "log the art. No outside program is absolutely necessary. Considerably changing laws and regulations, as well.

The establishment and maintenance of a comprehensive record retention

RECOMMENDATIONS

18
Our suggestion is that you establish a yearly budget for microfilming to
WOW!
Dealing with flimsy sections of shelving at the same time – "Why don’t you
of these documents, but you would also “free up” the equivalent of approximately
By flinging the preceding list of records, you not only preserve the integrity

etc.
- Historical Bound books
- Vital Records
- Death Certificates
- Annual Reports
- Application Forms/Forms of Office
- License Issuance
- Zoning/BOA case files
- Minutes to meetings
- Assessors Property cards
- Indebtedness
- Deed/mortgage/council orders
Localised throughout the various storage areas.
timed records

3. Appropriate headings are provided for preserving and inspecting.

2. If it is indexed, cross-referenced, and indexed properly.

1. Timings is done in a business-like manner

exception of original loan notes and with a few big "ifs:."

that has been adopted by all 50 states. Which says that micromould is legal, with the

copy records that have been timed. You will be happy to hear that there is a statute

Now lets talk about the legality of micromould as it pertains to the storage of hard

1. 1/97
2. 2/97
3. 4/97
4. 5/97
5. 6/97
6. 7/97
7. 8/97
8. 9/97
9. 1/1/97
10. 2/97
11. 2/97
12. 3/97
13. 4/97
14. 5/97
15. 6/97
16. 7/97
17. 8/97
18. 9/97
19. 1/1/97
20. 2/97
21. 3/97
22. 4/97
23. 5/97
24. 6/97
25. 7/97
26. 8/97
27. 9/97
28. 10/97
29. 11/97
30. 12/97

To the side of the box as follows:

Meeting of 1997. The ten reference points would then be listed on the label applied

be labeled with the roll number and the contents of the roll. "Roll #1117 - Minutes to

ten-point indexing system is established. For example, the top of the box would

customers, the camera operator reads a figure into the camera every ten feet. Thus,

Totally useless if it is impossible to find anything. When we do microfilming for our

ing of rolls and boxes be done as a matter of course. A history of transactions is

the case with expelling film toll. It is absolutely imperative that indexes and index -

Next, proper indexing should always be completed when filming is done - not

It to our end.

step can be eliminated by having you own staff prep the material before we take
4. Many boxes are long and too heavy to allow destruction without any damage.
3. Destruction details are assigned for easy access and reference.
2. There is no location index.
1. Proper indexing is done currently by doing search. Let us list some of the more obvious ones:

However, there is a series of problems with the manner in which records are generally reduced.

The answer is the amount of searching and the number of boxes required could be

Finding and retrieving microfilm program along with an index approach to

Archival records should be stored in a central location whenever possible.

mail schedule of retention.

have anyway. All of these things can be avoided by adopting and following a for-

In addition, unnecessary time is spent researching information that you shouldn’t.

etc. The records can be so organized and you could be subject to these and so on.

defined. As long as you have the records (hand copy, film, e-mail, filing, disk,

off destroying records when you can as opposed to holding on to them in-

cess of the same records. We also want to point out that you are much better

the case, then there is no need to keep both the hand copy records and the pro-

duced. Instead, and stored properly so that reference is fast and efficient.

This is some of the "ifs" are rather vague but the key point is that it must be in-

4. Adequate equipment for viewing the records is available.
definitely be answered. An application listing of records, cross-reference listing by
on the size of your archive, our "computerized indexing and retrieval system" is
as procedures for adding and retrieving records to and from storage. And, based
The next step is to establish and maintain a proper indexing system, as well
and embed into the new archiving system, is only computer indexing where necessary.
appropriate size box - approximately 74. All of these boxes will simply be incorporated
A "pet on the deck" here is at least some of your records are already stored in the
- of what you pay for those 74 inch deep boxes
when purchased in lots, they cost only a fraction
maximum space utilization
- ability to store both letter and legal size
- time, storing and handling
- boxes are much lighter and easier to handle, and at the same
- lid type boxes make retrieval infinitely easier
reasons:
are "human-engineered." We strongly recommend a 15x12x10 box with lid for many
When it is to be saved should then be boxed in standard record containers which

The preceding inventory section
the procedure for inventory section
approvals, of course! This would include going through all of the records outlined in
be identified, and what is left over will simply be set aside for destruction (with your
with which need to be retained according to guidelines. Any candidates for microfilm will
records support and relate to box records (as needed), and index those items
Now, let us look at some step-by-step solutions. Number one is to have our
1. Too many "loose pocket folders & packages"
Therefore, our recommendation is the purchase of 16 sections of standard material with a depth of 12 x 30 sections, each with three boxes across four highfow deep. For

archival shelving. Each of these sections will be able to hold your adjustable material. If you decide to retain everything, "as is," be necessary, we will prepare the shelves for you, including the equipment and supplies that would possibly know just how much of anything you have. If you are with us, we could not require the costs on your "necessities," you are in need of any other section of boxes. The amount of new shelving and the number of boxes existing wooden shelving and ease of finding, then, x. First, x. 15 x .75 deep. Your

Once boxed, material should be stored on "real" archive shelving for max-

One the shelves needs in order for a proper inventory to be maintained.
driver, must check with the person responsible for the log book

Anyone needing access to the storage area or who needs to add material to the ar-

In any case, it is crucial that either a person or "team" of people be designated.

log!

the first available space. Theself-saying time. The location is simply changed in the

actually be used as "location record," allowing you to place a box being returned in

the same place on the shelving from which they were removed. The archival log can

We also want to mention that it is not necessary for boxes to be returned to

have brought along a sample box as part of our demonstration.

#include in our archival freeing binder with a companion disk as an option. We

box number, department listing, destruction schedule, and only some of the reports.
much more efficient floor plan will also be established in both areas of the base.

As your offices will be eliminated and sufficient room created at the same time. A

wooden shelving in the basement and sufficient storage created by your existing

slots, you will not only, re-categorize all of the wasted space created by your existing

storage system on-site, AND, by adopting our pre-deciding recommendations.

In any case, we want to stress that you do have sufficient room for a single

and supplied

hall, AND, freeing up that basement storage room for housing any equipment

would be invested at that location, leaving vital and historical bound books at any

If you decide to store records at the school, the 12 4x20 sections

at a desk that you may choose to have your own start complete.

room is quoted on a per desk basis due to all of the variables. However, this is

Labor to dismantle the existing wooden shelving in the basement storage

placing all of those ledger can files as well as the two modular racks in the area.

shelving would be installed in the basement vault along the north wall. The

replacing all of the "wooden" shelving AND, the remaining four 4x15 sections of

ing 12 4x20 sections of shelving could be installed in the basement storage room,

want shelving installed (maybe the school?) For your information, ALL of the pre-decided

You obviously have some decisions to make with regard to, where, you

installation and supplier.

books and vital records. Total cost for the new equipment is $8,720.00, including

a total capacity of 504 boxes/our 4x15 sections to accommodate associated size

24
You will also need to purchase several supply items: (1) 300 1x12x10 boxes of blank unprocessed indexing system, (2) 100 box labels at $2.35 per C, (3) 100 5½ x 11 transfer sheets at $6.50 each, (4) security tape, (5) security rings, and (6) 2 x 2 index. 1. Transfer all records to the new system, renumbering all boxes for microfilm and destruction candidates.

2. Existing shelving and rehousing all boxes for microfilm and destruction candidates.

3. Labeling will include creating new boxes, rehousing, incorporating about 1½ existing shelves, and one of our staff, (1½ days), who is billed at $65.00 per day. Plus expenses.

4. Driving supervisor (1½ days), who is billed at $75.00 per day. Plus expenses.

Labor to convert the records will require an estimated 3½ days with our staff.

By our archives staff, a more precise count would be determined.
and so on. We provide much more than just special
issues regarding the destruction, as well as micromanaging.

records to us, you not only address the space issue our staff will be available to
costs involved with our Records Center at the end of this report. By ensuring your
off-site storage is also anathema. Therefore, we have included the list of all
in closing, we just want you to know that a combination of in-house and KIS

every six months - a year to "audite" the system and keep you on track.
Once the system is "up and running", our supervisor should then be scheduled once
your employees in order for you to be able to maintain and perpetuate the system.
Before the conversion is complete, our supervisor will conduct a meeting for
should not be stored together in the same box

specific retention period, and unless the period is the same, the various records
same box (no more "boxed") of the box), and prior to a box being placed in stock
All entries should be inscribed on the proper packing and indexing of a box

(continued on next page)
PROJECT GRAND TOTAL = $37,005.00

1. Equipment (16 sections shelving), including IN.
2. Supplies (boxes/labels/database), including IN.
3. Labor (supervisor/staffer), including EX.

Shipping = $2,720.00.

Penises = $24,357.00.
All yearly minimum bills will be $132.00.

NOTE: New minimum charges as of 1/1/19 will be $11.00 per month.

1. Fireproof Storage
2. Box Retrieval
3. Extra Labor
4. Pick-up & Delivery
5. Handling
6. Destruction
7. Photocopies
8. Customer Requested Callbacks
9. Bulk Retrievals
10. Retirements
11. Receiving & Storing
12. Hard Copy Film Storage

$100.00 per cubic foot

$12.15 each

$90.00 per hour

$212.00 per hour minimum & van

$5.25 envelope/postage

$5.95 per cubic ft.

$1.40 each

$3.80 per call

$68.75 per hour

$11.75 each

$3.90 per cubic ft.

$0.15 per cubic foot
NOTE: After 30 days, any price changes that have taken place will become effective. All prices quoted are “plus shipping.”

We look forward to getting started with the implementation work over to our excellent staff. We are confident that you will find the report in this report will convince you to simply set your priorities and turn the implementation process into the professionalism, and the expertise we also hope that the completeness of the implementation, and the expertise to increase your costs and obtain greater discounts, as well as many other benefits.

To avoid small mistakes that lead to trouble, minor standardization. By doing so, you can avoid mistakes that would be more common and expensive, and, in other words, keeping materials would be more common and expensive.

We hope that your future purchases of filing and storage equipment will increase efficiency, expedite service, and minimize the risk of legal exposure.

The implementation of these recommendations will allow you to reduce overhead.

Our report contains all the necessary ingredients that you will need for a successful Records Management program with regard to your actual records.

**Summary**

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