

	<p style="text-align: center;"><b>ADVISORY NEIGHBORHOOD COMMISSION 3C</b>  <b>GOVERNMENT OF THE DISTRICT OF COLUMBIA</b>  CATHEDRAL HEIGHTS • CLEVELAND PARK  MASSACHUSETTS AVENUE HEIGHTS  MCLEAN GARDENS • WOODLEY PARK</p>
<p><i>Single Member District Commissioners</i>  01-Lee Brian Reba * 02-Gwendolyn Bole * 03-Jeffrey Kalie  04-Richard Steacy * 05-Margaret Siegel * 06-Carl Roller  07- Victor Silveira * 08-Catherine May * 09-Nancy MacWood</p>	<p style="text-align: right;">3601 Connecticut Avenue, NW Suite L-06  Washington, DC 20008  Website <a href="http://www.anc3c.org">http://www.anc3c.org</a>  Email <a href="mailto:all@anc3c.org">all@anc3c.org</a></p>

## ANC 3C Resolution 2014-016

### Regarding Expenditure for Digitizing ANC3C Official Documents

WHEREAS, ANC3C has in its office stored in paper form its Resolutions, Minutes, and other documents produced since its inception (circa 1974-76) until approximately 2005-07 (date upon which it started relying on online storage), which these documents collectively known as "ANC3C documents", and is considering Scanning all or a portion of these documents during 2014, known as The ANC3C 2014 Document Scanning Project, also known as "Scanning Project '14"; and

WHEREAS, such ANC3C document total Inventory consists of approximately 61 binders (consisting of roughly 393 files, or approximately 24,000 pages), 12 drawers of files (about 4,250 pages per drawer), 6 shelves of files (about 3,000 each), 8 boxes of files (about 2,000 pages each)) and 1 box of oversized prints (about 1,00 large prints); and

WHEREAS, such ANC3C document inventory can be roughly classified as follows: A) Class A Documents being those produced by the ANC3C itself, such as Resolutions, Minutes, and other documents, totaling approximately 24,000 pages, and B) Class B Documents, being those produced by third parties as supporting documents for the consideration of the ANC3C, totaling approximately in excess of 85,000 pages; and

WHEREAS, the average scanning costs being: A) For all Class A documents approximately \$4,000, and B) For Class B documents approximately \$15,500; with the scanning expected to take approximately 3 to 4 months, due to its non-urgent nature. This cost information is based on the average of the responses received from three vendors; and

WHEREAS, the Vendor that inspired the most confidence to the IT Committee being Balance Imaging Solutions, for several reason, including but not limited to being the only vendor that took the initiative to visit the ANC3C office to personally size the scope of work, and provided the most detailed and comprehensive proposal, considered the most realistic by said committee; and

WHEREAS, the Online Storage Costs are initially estimated by the IT Committee to be in the \$250 to \$500 yearly range, based on cost estimated from Dropbox and Amazon Cloud. This estimate is a rough estimate, because until all documents are scanned, we will not know for sure the amount of storage needed, and this amount can be provided with more certainty when the scan job is completed; and

WHEREAS, the IT Professional services to be provided by the IT Manager of the ANC3C are estimated at \$1,600 as the non-recurring expense to configure the archive domain name, set-up and integrate the historical document database with the web site, integrate such interface and capabilities, establish workflow routines and search index. With this non-recurring expense being in addition to the annual IT Maintenance budget, which is approved separately with the normal ANC3C Budget process:

THEREFORE ANC3C RESOLVES THE FOLLOWING:

- (1) To approve the Scanning Project '14 for all its Class A documents, and the non-recurring budget to execute such scanning by the amount of up to \$4,500, with the scanned documents to be delivered by the Vendor to DC Records or recycled by the Vendor; and
- (2) To approve the selection of Balance Imaging as the Scanning Vendor for its Scanning Project '14; and
- (3) To approve the payment of the Invoices to the Scanning Vendor up to the approved amount, subject to the approval by the IT Committee, and with the IT Committee reporting such approval and payment to a regular monthly meeting of the ANC3C; and
- (4) To decide on the disposition of the Class B documents by September 1, 2014; and
- (5) To approve the non-recurring storage database integration IT work of the ANC3C IT Manager, and the associated Budget of up to \$2,000 (\$1,600 plus a margin of \$400 for unforeseen expenses), to be added to the current recurring IT Budget; and
- (6) To approve a recurring Budget of \$500 a year for online storage with either Dropbox or Amazon Cloud. With the ultimate selection of either Dropbox or Amazon Cloud to be made by the IT Committee. Specifically, this amount can be used for an immediate increase of the current storage with Dropbox, in case of need by the ANC3C Administrator, and both storage solutions (Dropbox and Amazon Cloud) may be used simultaneously for a short period of time in case of need, until a final storage system is selected.

FINALLY, BE IT RESOLVED, that the Chair and Commissioner representing the IT Committee are authorized to represent the commission on this matter.

Attested by



**Carl Roller**

Chair, on April 21, 2014

*This resolution was approved by roll call vote of 7-0 on April 21, 2014 at a scheduled and noticed public meeting of ANC 3C at which a quorum (a minimum of 5 of 9 commissioners) was present.*