

FY07-12 CAPITAL IMPROVEMENT PROJECT

PROJECT TITLE:
New Archives and Records Center Facility

RESPONSIBLE DEPARTMENT:
City Clerk

LOCATION:
To Be Determined

FUNDING SOURCE:
Utility Tax Fund

PROJECT DESCRIPTION:

This project provides for the replacement of the archives and records center which must be relocated due to the needs of Expressway Authority. Accordingly, a new facility is needed. Provisions must be made to accommodate an inactive records storage warehouse, an archival storage vault and the micrographics program as well as relevant administrative areas for program administration, customer service and training. The State of Florida sets standards and requirements for archives and records facilities.



INDEX CODE: PROJECT ID: CK-07-002

	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>TOTAL</u>
FUNDING:				\$760,000	\$3,722,597		\$4,482,597

LAND ACQUISITION							
DESIGN							
BID							
AWARD							
CONSTRUCTION							

Location has not yet been determined.

FY07-12 CAPITAL IMPROVEMENT PROJECT

PROJECT TITLE:
Electronic Records Management Project

RESPONSIBLE DEPARTMENT:
City Clerk

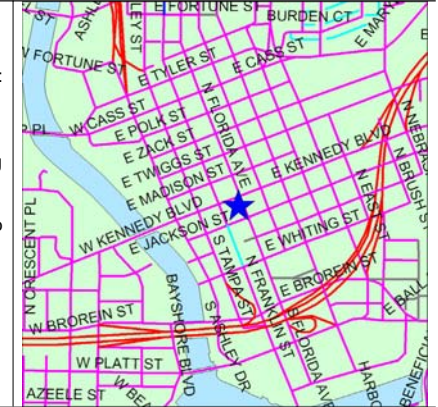
LOCATION:
315 East Kennedy Boulevard

FUNDING SOURCE:
Utility Tax Fund

PROJECT DESCRIPTION:

This project provides for the implementation of a document management system for City of Tampa departments that will:

- a) Provide increased efficiencies and better management of electronic documents as well as paper documents generated by all departments;
- b) improve access to the city's public records and departmental documents by making them available in digital format in lieu of microfilm and / or hard copies;
- c) begin the transition from paper-based to electronic record keeping systems;
- d) provide the platform to better manage the life cycle of electronic documents, including e-mail; and
- e) revitalize the records management program for all departments through the implementation of best practices in the records management industry.



INDEX CODE: PROJECT ID: CK-07-001

	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>TOTAL</u>
FUNDING:			\$584,600				\$584,600

LAND ACQUISITION							
DESIGN							
BID							
AWARD							
CONSTRUCTION							