



**City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)**

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**Legislative File No:** 2010-0035

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, City Clerk  
**DATE:** January 13, 2010  
**SUBJECT:** Citywide Records Storage

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**REQUEST:**

City Council authorization to increase the blanket purchase order for Citywide Records Storage and Retrieval of City records from Iron Mountain Records Management, Inc., 24300 Wahl Court, Warren, Michigan 48089, in the amount of \$1,574.09 for a new not-to-exceed total of \$25,574.09 for the 2009 Iron Mountain blanket purchase order.

**REASON FOR PURCHASE:**

The City utilizes Iron Mountain for citywide records storage and retrieval of City records. The month of December 2009 realized an unanticipated amount of activity due to review/destruction of boxes resulting in a shortfall to the blanket.

The Record Retention Schedule adopted by City Council in 2008 and approved by the State of Michigan in 2009 has enabled departments to review their records both in-house and in off-site storage for destruction. As a result of the review, several departments have been able to reduce the number of boxes that were previously held at Iron Mountain. The total inventory has been reduced from approximately 4,500 cubic feet of off-site storage to 3,300 cubic feet. With this reduction, costs for retrieval and permanent withdrawal were incurred creating the overage. Because we have implemented the retention schedule, all boxes that are determined to be held in off-site storage are now accurately identified as to destruction dates and as such will be on schedule.

This request attempts to describe the circumstances that have resulted in the under funded records storage blanket for 2009 and the request for the increase to the blanket.

**PROCESS:**

**Vendor Name and Address:**

Iron Mountain Records Management, Inc  
24300 Wahl Court  
Warren, Michigan 48089

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Remaining</b>	<b>Cost</b>	<b>Remaining Budget</b>
General Fund-City Clerk	215.801000	Professional Services	\$768.22	\$2,115.69	(\$1,347.47)

Although this line will go over budget, the Department total will remain under due to savings in Printing & Publishing as well as other lines.

**RECOMMENDATION:**

It is recommended that City Council authorize the increase of the blanket purchase order for the citywide records storage and retrieval from Iron Mountain Records Management, Inc in the amount of \$1,574.09 for a new not-to-exceed total of \$25,574.09 for the 2009 Iron Mountain blanket purchase order.

<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Finance Director</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		