

# City of Cambridge

Agenda # 6 Transfer of \$14,000.00 <sup>MASSACHUSETTS</sup>  
to the Budget Dept.

In City Council May 19, 1975 19

	YEA	NAY	ABSENT	PRESENT
Mrs. Ackermann	✓			
Mr. Clinton	✓			
Mr. Danehy	✓			
Mr. Duehay	✓			
Mrs. Graham	✓			
Mr. Russell	✓			
Mr. Vellucci	✓			
Mr. Wylie			✓	
Mayor Sullivan	✓			
	8	0	1	



# City of Cambridge

IN CITY COUNCIL

May 19, 1975

ORDERED:

That an additional appropriation in the amount of \$14,000.00 to the Budget Personnel Department G-17 Equipment n/o Coded, said sum to be made available from funds in Interest - General Debt account, be and hereby is authorized.

in City Council May 19, 1975

Adopted by yeas and nays Vote

Yeas 8 Nays 0 Absent 1

Paul E. Leahy  
City Clerk



CITY OF CAMBRIDGE  
INTEROFFICE CORRESPONDENCE

**To** James L. Sullivan, City Manager **Date** May 16, 1975  
**From** Donald P. Hawkes, Director *DP Hawkes* **Reference**  
Budget-Personnel Department  
**Subject** REQUEST FOR TRANSFER

I hereby request a transfer of \$14,000.00 from Interest-General Debt to Budget-Personnel G-17 Equipment not otherwise coded to implement the personnel records reorganization as outlined in my memo of May 13, 1975.

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**CITY OF CAMBRIDGE**  
**INTEROFFICE CORRESPONDENCE**

**To** James L. Sullivan, City Manager

**Date** May 19, 1975

**From** Ed Lehan, Temporary Treasurer

**Reference**

**Subject**

Analyses of the Interest-General Debt allotment indicates that it is possible to transfer \$14,000. to Code B-13 in the telephone exchange budget.



**CITY OF CAMBRIDGE**  
**INTEROFFICE CORRESPONDENCE**

**To** James L. Sullivan, City Manager **Date** May 13, 1975  
**From** Donald P. Hawkes, Budget-Personnel **Reference**  
**Subject** Personnel Records Reorganization

STUDY REPORT SUBMITTED. As you know, we engaged King Information Systems to provide recommendations for a new "state of the art" filing system for personnel records. The study report, submitted May 7, 1975, recommends new forms, mechanical records retrieval equipment, and a color-coded filing system.

SPECIFIC RECOMMENDATIONS. The consultants' recommendations are comprehensive, covering the following components:

Position History Card. As the permanent foundation of a visible card file, the position history will provide such information as authorization, pay scale and the names of all present and former incumbents.

Service Record Card. This card will provide speedy access to basic information about each employee, date of employment, position(s) held, pay rate, etc.

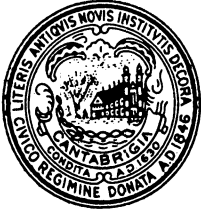
Cross Reference Index. This set of cards will be arranged alphabetically, and color-coded by employee status (full-time, part-time, CETA, etc), to ensure immediate identification of any employee or his/her pertinent records.

Master Personnel Folders. A color-coded filing system will hold all detailed records of individual employees. It will include employment applications, insurance information, notices of disciplinary action, reviews of merit, etc. The color-coded file folders reduce chance of filing errors. Color-coding will also be used to separate permanent employees from any specially funded employees.

RETRIEVAL SPEED EMPHASIZED. The position history card, service records, the cross reference index and the master personnel folders will be filed in mechanized units which will allow for retrieval of any records in five seconds.

We plan to implement these recommendations as soon as possible. If you have no objection, I will prepare a budget transfer, estimated at \$14,000, for submission to the Council on May 19th.

In the meantime, I will initiate bid procedures for the equipment and supplies.



# CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 876-6800

EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

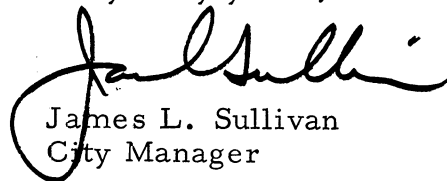
May 19, 1975

To the Honorable, the City Council:

I transmit herewith a communication from Donald P. Hawkes, Director of the Budget-Personnel Department, requesting an additional appropriation in the amount of \$14,000.00 to Budget-Personnel Code G-17 Equipment n/o Coded, said sum to be made available from funds in the Interest - General Debt account, as per enclosed communication from Edward A. Lehan, Temporary Treasurer/Tax Collector.

Also enclosed please find order providing for same.

Very truly yours,



James L. Sullivan  
City Manager

JLS/mbf  
Encs.

Agenda # 6

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Additional appropriation of \$14,000.00  
to Budget Dept.

In City Council,

May 19, 1975

*Order adopted*  
*8-0-1*