

# City of Cambridge

MASSACHUSETTS

Agenda #2 Transfer of \$32,860.00 to the  
Finance Department

In City Council November 17 19 75

	YEA	NAY	ABSENT	PRESENT
Mrs. Ackermann	✓			
Mr. Clinton	✓			
Mr. Danehy	✓			
Mr. Duehay	✓			
Mrs. Graham	✓			
Mr. Russell	✓			
Mr. Vellucci	✓			
Mr. Wylie	✓			
Mayor Sullivan	✓			
	9	0	0	

INTRODUCED BY CITY MANAGER JAMES L. SULLIVAN

AN ORDER CONCERNING AN APPROPRIATION FOR THE FISCAL YEAR BEGINING JULY 1, 1975

ORDERED: That the following transfer be made in the General Fund of the City of Cambridge:

FROM	AMOUNT	TO	AMOUNT
reserve fund	\$32,860	finance	
		ordinary maintenance	\$11,955
		extraordinary expenditures	20,905

REASON(S)

This transfer will finance the installation of new records systems in the purchasing and assessing divisions of the finance department. These new systems are designed to save space and time as well as upgrade the quality and retrievability of data in these two offices.

in City Council Nov 17, 1975

Adopted by yeas and nays Vote

Yeas 9 Nays 0 Absent 0

Paul E. Leahy  
CITY CLERK City Clerk



CITY OF CAMBRIDGE  
INTEROFFICE CORRESPONDENCE

To James L. Sullivan, City Manager

Date November 7, 1975

From Richard J. McNamara, Purchasing Agent

Reference New File System

Subject

Dear Mr. Sullivan,

The present filing system in the Purchasing Department has been in existence since the inception of the department, but the scope of the work load has increased tremendously over the years and now requires a filing system that insures a greater degree of accuracy in filing and retrieval of information.

The present system employs five different numbers on one business transaction (requisition, bid, contract, purchase order and file). The new system will be a terminal digital system with color coding in a lateral electric retrieval file, which one number originating with the requisition will carry throughout the entire business transaction from requisition to the executed contract and purchase order.

The combination of digital filing together with color coding eliminates the possibility of misfiling and allows for the retrieval of that information within 20 seconds.

Under the reorganization of our filing system I would also employ a new visible kardex file system for the listing of vendors by categories and a cross file of vendors alphabetically.

We currently have about 250 categories of products and services and approximately 800 vendors, of course some of these are one time or sole source vendors.

Presently the vendors list is kept in a ring binder and requires the retyping of the list periodically because of additions and deletions and vendor names. The visible kardex system would entail only the removal of that vendor's card.

The \$7,860.00 covers not only the file equipment but sufficient cards and folders to maintain the system for several years.

Very truly yours,

Richard J. McNamara  
Purchasing Agent

RJM/rmb

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Third paragraph of faint, illegible text.

Fourth paragraph of faint, illegible text.

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RECEIVED  
NOV 10 8 54 AM '75  
OFFICE OF THE  
CITY MANAGER



## CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139  
Tel. 876-6800

EXECUTIVE DEPARTMENT  
JAMES L. SULLIVAN  
City Manager

November 10, 1975

To the Honorable, the City Council:

Attached is a proposed general fund transfer which will authorize us to take another step in our effort to modernize the City's record-keeping system.

This transfer supplements the budgets of the purchasing and assessing divisions of the finance department, and is based on a careful study of current and future needs of both units. This transfer is strongly endorsed by the assessors and the purchasing agent.

Assessment. Based on the recommendations of King Information Systems, the City's record management consultant, the assessors will install a sophisticated "unit record" system. The allotment covers 20,000 new card forms, "visible" card files to house the records, and various colored signals to indicate the several classes of abatements, pending appeals, etc.

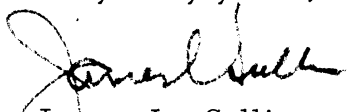
This move to install a new records system is coordinated with the assessors' field survey of all property in Cambridge, currently underway.

The new system will permit compilation of a complete history of any property, and retrieve or reconstruct that history in a matter of seconds. In addition, many of the confusing satellite files currently maintained will be eliminated.

Purchasing. The new purchasing record system, recommended by the King Information Systems consulting firm, comprises mechanical records retrieval equipment, manual visible card files, new forms, a new numbering system, and color coded files. The system features a vendor file cross referenced by name and commodity, and a new document numbering concept with corresponding color coded file folders. The mechanical files will save space and time, and permit retrieval of a purchase order in about five seconds.

Passage of the attached appropriation transfer is strongly recommended.

Very truly yours,

  
James L. Sullivan  
City Manager

JLS/mbf  
Enc.

Agenda #2 F-451

Transfer of \$32,860.00 to the Finance Dept.

In City Council

Nov. 17, 1975

10/17/75

Order Adopted

900