

City of Cambridge

MASSACHUSETTS

Agenda #4 Establishment of a microfilm center.

In City Council December 8

19 75

	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	

*CVS
RP
A*

CV. SR to move R

*Hoping some would not pass
Rules were suspended*

*Question came on Reconsideration
And Reconsideration failed*

City of Cambridge

MASSACHUSETTS

Agenda #4 Transfer of \$28,000 in the General Fund of the City of Cambridge

In City Council December 8 1975

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



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To James I. Sullivan, City Manager

Date December 4, 1975

From Edward A. Lehan, Finance Director

Reference

Subject Establishment of Microfilm Center.

INTRODUCTORY NOTE. As you know, our Records Management Program, staffed with C.E.T.A. personnel, has been in operation since last February. Consultants have been engaged since that time to train this staff and guide the development of a city-wide Records Management System. To date the records of the following units have been analyzed for the application of various Records Management technologies. These units are: Treasury, Auditing, Personnel, Purchasing, Assesing, Traffic & Parking, and Building.

Other departments are in various stages of records analysis. In these studies we are finding a significant number of microfilm applications. Our consultants, Mr. James Quinn and Mr. Edward King, have recommended that the city establish its own microfilm center rather than commit the city to total dependence on contractors. This recommendation is based on relative weight given to cost factors, quality control, convenience, and the desirability of maintaining a centralized microfilm process in connection with the overall management of the city's extensive archives. Our analysis of comparative cost factors indicates that a microfilm center operation is competitive enough with such services provided by contractors, when these other factors are considered.

SERVICE PLAN. The proposed microfilm center is related to our overall records management program. This program has the following goals:

- 1) efficient collection, storage, and retrieval of information
- 2) rapid incorporation of "state-of-the-art" improvements in information processing technology
- 3) efficient disposal of non-essential records
- 4) economy in record-keeping employing the most efficient storage and retrieval mediums

The systematic introduction of MICROGRAPHICS will significantly help the city reach these goals by providing the following advantages:

- 1) Microfilm requires approximately 80% less space to store than paper

- 2) Microfilm is the least expensive means of providing a security file for records (approximately \$.002 per page of information)
- 3) Microfilm is retrieved and refiled in 1/3 or less than the time required to retrieve paper.
- 4) Microfilm is based on polyester which is much stronger and more durable than paper
- 5) The use of microfiche to 'print' computer reports is approximately 40% less costly than the printing of four-part paper.

The cost per 1,000 images produced by this proposed city microfilm center is estimated at \$15.71, including amortization of start-up costs for equipment and space renovation. The cost per 1,000 images produced on contract by a Service Bureau is currently estimated at \$13.50. This slight cost differential in favor of a contract service is out-weighed by the following advantages of a city-operated center:

- Uniform production performance
- Superior quality
- Record protection from loss or disclosure
- Production scheduling flexibility

In 1976-77 fiscal year, we expect to add a processor to develop microfilm, reducing costs by \$3,500.00, therefore cutting the cost per 1,000 frames to an estimated \$14.71 per 1,000. A cost analysis follows:

		ANNUAL COST
Equipment	7 yr. life	\$ 2,890. ¹
Labor	4 operators	33,280.
	1 supervisor	10,400. ²
Space utilization	7 yr. life	260. ²
Film & processing	3,750,000 frames	9,470.
Equipment maintenance		1,200.
Misc supplies		500.
Total		<u>\$58,000.</u>

¹ At this time, only \$13,145 is required. The remaining \$7,100 for equipment will be scheduled for 1976-77.

² Reflects only those renovation costs directly attributable to the microfilm process.

It should be noted that we intend to finance almost all of the operating costs of this proposed center with funds made available by the Comprehensive Employment and Training Act for as long as possible.

RECOMMENDATION. The following steps are necessary to establish the proposed Microfilm Center:

Basement Room 105: Major Refurbishing Needed. After analysis of areas available within City Hall, a basement storage room has been selected as the location for the microfilm center. Convenient to the elevator and the back door, this area will make for efficient moving of documents in and out of the building. This room 25' X 25', will be divided into three sections, a work area, archival storage, and microfilm control office. Flooring, walls, ceiling, windows, painting, and air conditioning must be installed to make this area habitable. Estimated cost of this renovation is \$14,855.

Purchase of Microfilming Equipment. Both cameras are of the rotary type with interchangeable parts and the capacity to record two rolls at a time, for maximum security. It has been determined that initially, two cameras are needed to equip the microfilm center, based on an analysis of backlog and current volumes. Certain oversized documents, such as plans and blueprints, will be sent out for recording as the volume does not justify equipment purchase. Estimated cost of this equipment is \$13,145.

We hope to implement this recommendation as soon as possible. To this end I have prepared a budget transfer, estimated at \$28,000 for submission to the Council.

In the meantime, I will initiate bid procedures for the refurbishing of Basement Room 105.

BIGELOW ST.

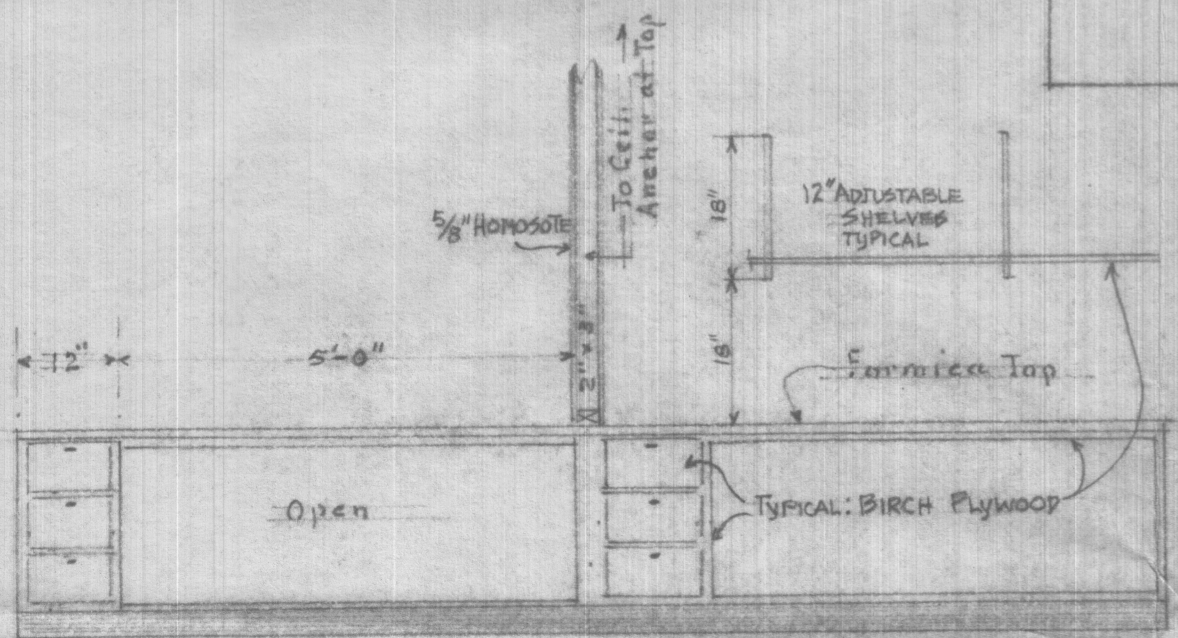
Seal Window with Masonry.
Conditioning Unit to go here
Use 3/2" x 5" x 1/2" f.s. per. every 4"
of Masonry.

REPLACE WINDOW UNITS;
PLUMB, SPACE & WATER-
PROOF

MEN'S RM.

FAN R.M.

- NOTES: All dimensions shall be verified by the contractor.
- 1, Surface of all walls shall be 5/8" sheet rock finished with taped joints & smooth surfaces.
 - 2, The floor shall be built-up with 5/8" plyscore blocked & shimed for a continuous level surface.
 - 3, The contractor shall remove all unused duct work & plumbing fixtures.
 - 4, All lighting & electrical fixtures & installation by owner.
 - 5, The two new windows shall be Anderson T-2-AP33 or equivalent.
 - 6, The third window shall be sealed with 8" block:
 - a. The exterior shall be stuccoed to match existing Lt. brown stone
 - b. The completed enclosure shall be water tight.
 - 7, The suspended ceiling shall be located so as to clear the top of all masonry openings and cover all overhead piping. Finish with Armstrong Cork Co. Boldface Tegular Second Look II Panels and grid system installed according to Company Specifications.
 - 8, The birch counters shall be finished with 2 coats of Natural Minwax or equivalent. (matte).
 - 9, Floor finishes shall be installed with all necessary trim and located as noted:
 1. Armstrong Imperial Texture Excelon Tile, 1/8" gage # 51836 Shelter White
 2. Armstrong Imperial Texture Excelon Tile, 1/8" gage # 51842 Pagoda Red.
 3. Milliken Carpet: Acrilan Acrylic Fiber, 1728 Foresight Pattern; Grey heather # 21
 - 10, The two windows shall have Levolor Riviera Venetian Blinds in # 260, Pagoda Red or Equivalent.
 - 11, Counter top shall be Textolite # 1619 Choco Brown or equivalent.



COUNTER DETAIL

SCALE: 1/2" = 1'-0"

Clean Out Ways, Roto-Root
Drain Lines, Both.

PROPOSED OPERATIONS CENTER
CITY HALL

SCALE: 1/4" = 1'-0"

SEPT. 28, 1975

See Air Conditioning Specifications.

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:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
reserve fund	28 000	general services extraordinary expenditures	28 000

REASON(S)

To renovate basement room 105 and equip it as the city microfilm center.

In City Council Dec 8, 1975
Adopted by yea and nay Vote
Yeas 8 Nays 0 Absent 1

Paul E. Leahy
City Clerk
CITY CLERK



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

December 8, 1975

To the Honorable, the City Council:

Enclosed for your approval is an appropriation order and a self-explanatory communication from Edward A. Lehan, Finance Director, relative to the establishment of a microfilm center.

Very truly yours,

James L. Sullivan
City Manager

JLS/mbf
Encs.

Amended Communication

To the Honorable, the City Council:

Enclosed for your approval is a request for a transfer of the sum of \$28,000 from the Reserve Fund to the General Services, Extraordinary Expenditures to provide for the establishment of a microfilm center in Room 105 in the City Hall Basement.

Agenda #4 F-475

Establishment of a microfilm center

In City Council,

Dec. 8, 1975

12/8/75

Order Adopted

F-6-1

CVSR to MOC Recommendation
Recommendation Failed