



**RECORDS COMMISSION - BRAD MCCLOUD
TUESDAY FEBRUARY 26, 2019**

MEETING: 10:30 A.M.

**PLACE: MAYOR'S CONFERENCE ROOM
7232 E. MAIN STREET, 2ND FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Records Commission – Meeting – January 30, 2018
4. Discussion
 - a. Discussion on Moving Off Site Records from Iron Mountain to Fireproof Records
 - b. Discussion on SMS/MMS/Instant Messaging Records
 - c. Motion to Accept RC3 Presented by City Council Office



**RECORDS COMMISSION - BRAD MCCLLOUD
TUESDAY JANUARY 30, 2018**

MEETING: IMMEDIATELY FOLLOWING THE PREVIOUS MEETING

**PLACE: MAYOR'S CONFERENCE ROOM
7232 E. MAIN STREET, 2ND FLOOR, REYNOLDSBURG, OH 43068**

1. Call to Order

PRESENT: Beggerow, McCloud, Hood, Cicak, Crawford, Pieck

ABSENT:

2. Approval of Agenda

Agenda stands approved.

3. Discussion

a. Motion to Schedule a Shred for City of Reynoldsburg

Motion amended to state: Approval to authorize shred scheduling and to allow Iron Mountain to shred records as requested by departmental staff.

Second by Mr. Cicak

Approved by voice vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jed Hood, City Attorney
SECONDER:	Stephen M. Cicak, City Auditor
AYES:	McCloud, Hood, Cicak

Minutes Acceptance: Minutes of Jan 30, 2018 10:30 AM (Approval of Minutes)

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: February 26, 2019**TO: Records Commission****RE: Discussion on Moving Off Site Records from Iron Mountain to
Fireproof Records**

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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See attached Quote from Fireproof Records

A Shred will need to be scheduled to coincide with this move.



SECURE OFFSITE STORAGE SOLUTION

prepared for City of Reynoldsburg - April Beggerow
by Michael Sweet

12/6/2018



EXECUTIVE SUMMARY

Records management is a consistent and ever-changing challenge. Maintaining physical file storage is costly and opens your business up to multiple potential compliance and security risks. Secure Offsite Storage solutions from FIREPROOF allow you to ensure safety and security of your physical files and documents and focus your efforts on your first priority - the success of your business.

KEY FIREPROOF SOLUTION BENEFITS

With a national presence and local strength, partnering with FIREPROOF means leveraging the experience of an industry expert. From safe, easily accessible offsite storage to retention schedules, and compliance programs; the professionals at FIREPROOF have your information security and storage needs covered.

- Ensure unparalleled security of your physical files and boxes in a 24 hour monitored, highly-secure FIREPROOF facility
- Maintain a strict and enforceable chain-of-custody with GPS tracked vehicles and individual item barcode scanning for every pickup and delivery
- Have 24/7/365 access to retrieve, schedule a pickup, and generate reports for your physical inventory with the FIREPROOF Online Portal
- Maximize office space, protect against theft, and environmental risks and stay compliant by storing your physical inventory offsite at a secure FIREPROOF facility
- Request your items and have them physically delivered at any time or request Scan-on-Demand secure electronic delivery
- Leverage the expertise of a proven partner with over 100 years of experience



PROJECT OUTLINE

Based on review of the project, we have developed a project outline to identify the steps we will take to accomplish your goals. Please review the itemized details below.

Project Details

- FIREPROOF staff will arrive at Iron Mountain to retrieve 350 boxes from their inventory
- FIREPROOF staff will load inventory on to an authorized FIREPROOF vehicle and transport to our secure facility
- Upon arrival, FIREPROOF staff will scan each box identification number and upload data to our secure system

PROJECT OUTLINE

Continued

YOUR PROJECT PRICING

FIREPROOF will provide **CITY OF REYNOLDSBURG - ICI06** a safe, secure, and reliable offsite records storage. Protecting your confidential and sensitive information is our business. FIREPROOF is Privacy + certified and conducts rigorous security and compliance training for all our employees to ensure regulatory compliance.

One-Time Charges

Description	Qty.	Rate	Total
Large Pickup			
Transportation and Labeling	3.00	\$52.00	\$ 156.00
Match and Merge File Upload	2.00	\$35.00	\$ 70.00
Inventory	350.00	\$1.85	\$ 647.50
Data Entry	350.00	\$0.45	\$ 157.50
Project Total			\$1,031.00

Monthly Ongoing Charges

Description	Qty.	Rate	Total
Hardcopy Storage (1.0)	350.00	\$0.33	\$ 115.50
CSR Breach Reporting	1.00	\$14.95	\$ 14.95
Monthly Ongoing Total			\$ 130.45

SIGNATURE

Signature

Date

Print Name

Taxes not included in this proposal. Invoices will reflect the actual times and services performed. Hourly rates are calculated on the ¼ hour. Changes in scope may result in additional fees. Quote is good for 30 days. Confidential.

Attachment: City of Reynoldsburg Storage Proposal-Fireproof (Move Records from Iron Mountain to Fireproof Records)

-  Document Scanning Services
-  Workflow and Electronic Forms
-  Data Protection and Backup
-  Secure Offsite Storage
-  Certified Shredding and Destruction
-  Litigation Support and eDiscovery

FIREPROOF
614.299.2122
sales@fireproof.com
www.fireproof.com

P.O. Box 1150
Grove City, OH 43123



Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****MOTION REQUEST**

DATE: February 26, 2019**TO: Records Commission****RE: Discussion on SMS/MMS/Instant messaging records**

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Approval:

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