



INFORMATIONAL MEMORANDUM

TO: Community Services & Safety Committee
FROM: Bruce Linton, Chief of Police
BY: Rebecca Hixson, Senior Manager, Support Operations Division
CC: Mayor Ekberg
DATE: January 29, 2020
SUBJECT: Case Report Digitization and Records Management

ISSUE

The Tukwila Police Department has approximately 2.2 million pages of case reports, homicide files and ID files in hard copy format stored in three different locations. Accessing, copying, sorting and disposing these records is time consuming. With increased workload from Public Disclosure requests and legislative changes, the Police Department must find more efficient ways to conduct business in order to better serve the residents of Tukwila and to satisfy increasing requests for public records disclosures.

Creating digital copies of these records will improve public records retention, records management and public disclosure processes and response times. Once this project is complete, all records that must remain in hardcopy will fit in the city-owned, accreditation-approved Justice Center.

BACKGROUND

The City Records Governance staff has been evaluating records digitization to better serve city staff and residents since 2011. Having millions of high retrieval records has revolutionized and streamlined work in several departments. In the new Justice Center, space for hardcopy records storage will be limited and another method for records storage is needed. Four proposals were evaluated, along with an estimate for completing work in-house.

DISCUSSION

There are several options that could be considered:

- 1) Leave all records in hardcopy format.
- 2) Scan records within PD (9 years based on courts scanning rate)
- 3) Outsourcing scanning only
- 4) **Outsourcing scanning, transition into Laserfiche and applying retention**

FINANCIAL IMPACT OF OPTION 4

Expenditure of \$150,000 over 18 months, with the potential to recover up to \$50,000 through grants. The Police Department will attempt to absorb some of the project cost into the existing 2020 budget, but may seek a budget amendment for 2020, and additional budget in 2021 to cover costs over the 18 months of the project.

RECOMMENDATION

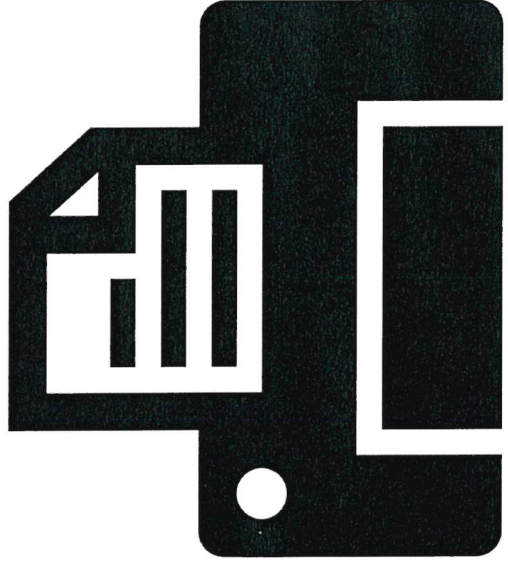
Staff recommends Option 4. The Committee is asked to make a recommendation to the Committee of the Whole for consideration at its February 24, 2020 meeting with possible final action on March 2.

ATTACHMENTS

Powerpoint

Police Records Digitization:

- Increase efficiency (time, staff, space, \$)
- Meet legal obligations
- Preserve important information



PHASE 1-
OPTION
EVALUATION

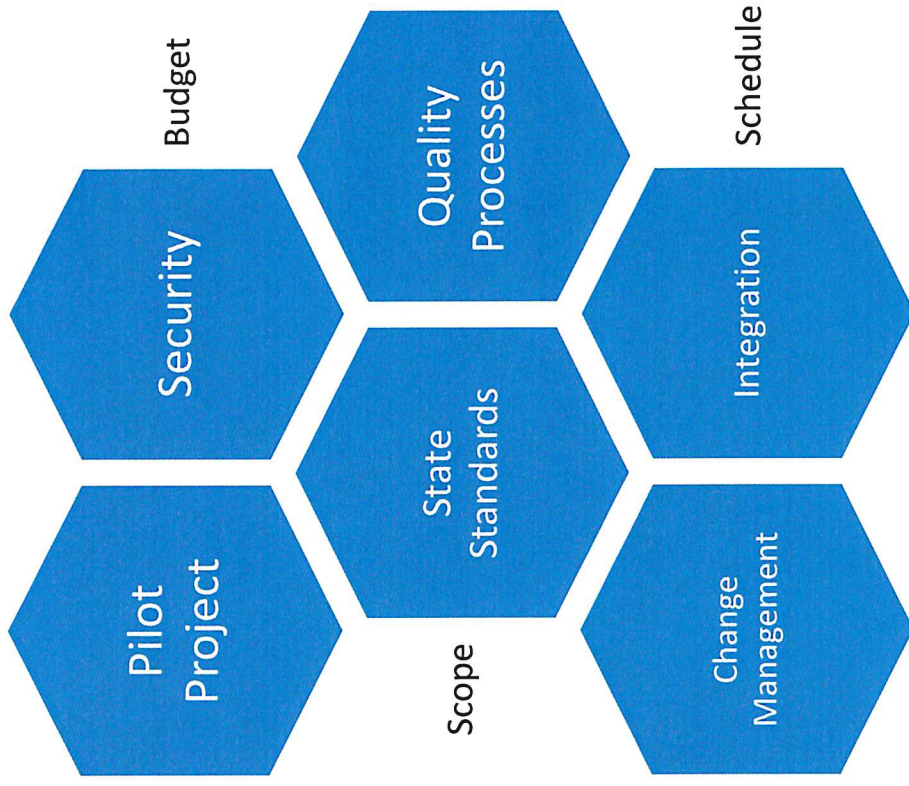
Option 1: Leave as is

Option 2: PD Scan

Option 3: Only outsource
scanning

**Option 4: Outsource
scanning, transition into
Laserfiche and applying
retention**

PHASE 2- VENDOR EVALUATION



PHASE 2- VENDOR EVALUATION

CDI \$150,000

Baluster \$264,000

SIS NW Inc \$264,000

WA State Archives
\$506,000

PHASE 3- RECORDS PREPARATION



Planning



Selection



Disposition



Clean up

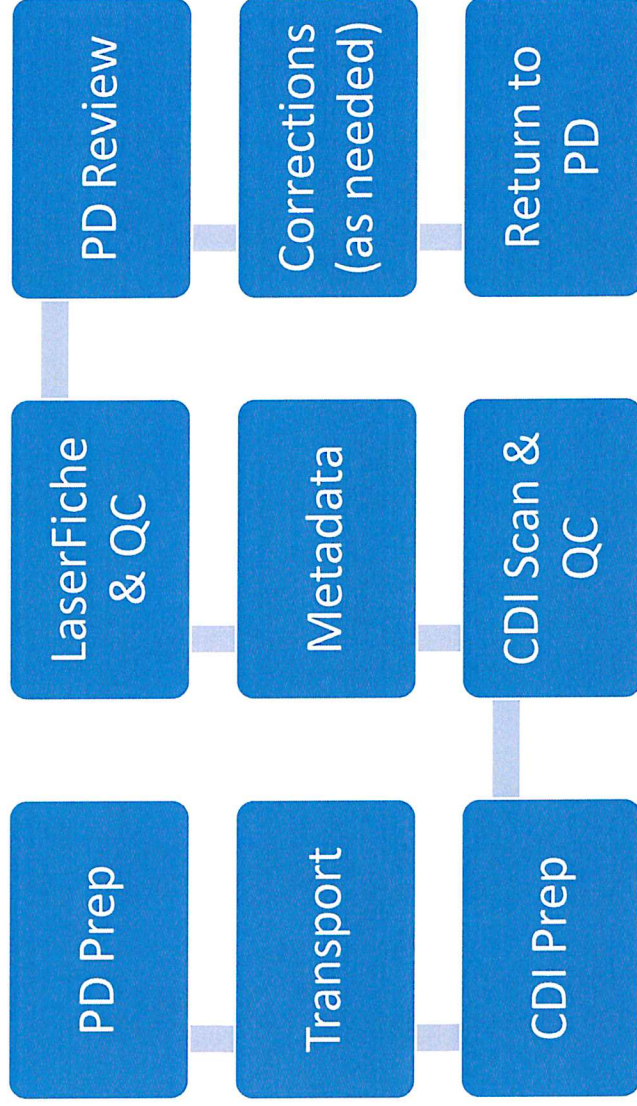


Organization



LaserFiche
Setup

PHASE 4- RECORDS SCANNING



Staff Request:

Provide recommendation to Committee as a whole
for \$150,000
over 18 months
to digitize Police records
using the vendor CDI
with the understanding the PD will
pursue grant funding to recover costs as possible

