

Introduced: 2/04/2020
Public Hearing: 2/04/2020
Adopted: 2/18/2020

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 20-012**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING THE SCOPE OF WORK AND BUDGET FOR CONTENT MANAGER ELECTRONIC RECORDS IMPLEMENTATION, PROJECT NO. 47527.

WHEREAS, MSB 2.47 establishes a boroughwide records and information program; and

WHEREAS, Per MSB 2.47.070(3) the Borough Clerk provides central leadership and oversight of the records and information management program per AS 29.20.380, MSB 2.25.010, as well as approves the records and information management policy and procedures and any software used to manage borough records; and

WHEREAS, MSB 2.47.070 (2) assigns responsibility to the Borough Manager to ensure all borough department directors and employees observe all requirements for compliance; and

WHEREAS, Content Manager (CM) was purchased in 2001 as the borough's records management software; and

WHEREAS, CM provides an efficient and secure means of managing all Borough records, minimizing risks while saving time and resources; and

WHEREAS, the Borough Clerk is ready to implement electronic records management with CM software; and

WHEREAS, the funds for this project are available in the fiscal year 2020 Election Division operating budget and will lapse on June 30, 2020, if not appropriated to a non-lapsing fund; and

WHEREAS, the re-appropriation of funds will move the Borough electronic records management into compliance with International Organization for Standardization 15489 1 & 2, state statutes, and borough code; and

WHEREAS, the Assembly is required to approve the scope of work and budget prior to any expenditures.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly hereby approves the following scope of work and budgets.

SCOPE OF WORK

Content Manager Electronic Records Implementation

BUDGET

Elections Division


Fiscal Year 2020 Operating Budget

Re-appropriation to project no. 47527 \$230,000

ADOPTED by the Matanuska-Susitna Borough Assembly this 18 day
of February, 2020.


VERN HALTER, Borough Mayor

ATTEST:


LONNIE R. McKECHNIE, CMC, Borough Clerk
(SEAL)

PASSED UNANIMOUSLY: Hale, Nowers, McKee, Leonard, Mayfield
Sumner, and Boeve