

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**. For any questions please contact Skye Stuart.

**\*All fields must be completed.\***  
*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: 05/01/2017

Please mark one:  Bill Request or  Resolution Request

**1. Has your agency submitted this request in the last 12 months?**

Yes  No

**If yes, please explain:**

**2. Title:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: **grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.**)

This is a contract for professional services for US Imaging to provide digitization and indexing services for the next phase of the Clerk and Recorder Historical Preservation project to digitize Grantor/Grantee Index Books from 1859-1949, digitize historical City Ordinances and Resolutions, and provide index information from 1859 – 1975.

**3. Requesting Agency:** Clerk and Recorder

**4. Contact Person:** (With actual knowledge of proposed ordinance/resolution.)

- **Name:** Sara Harmer
- **Phone:** 720-913-4820
- **Email:** [sara.harmer@denvergov.org](mailto:sara.harmer@denvergov.org)

**5. Contact Person:** (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)

- **Name:** Juan Guzman
- **Phone:** 720-865-8692
- **Email:** [juan.guzman@denvergov.org](mailto:juan.guzman@denvergov.org)

**6. General description/background of proposed ordinance including contract scope of work if applicable:**

The Office of the Clerk and Recorder (OCR) has been working on electronically preserving records within the office for the past five (5) years and digitally scanning and importing the images and metadata into the County Fusion software that stores all of the recorded documents. The next phase of the project is to digitize the grantor/ grantee books from 1859-1949 and index information from 1859 - 1975 as a continuation of an imaging project that the OCR began several years ago. There is also a small amount of miscellaneous documents that will need to be digitized as time allows.

The benefits gained include but are not limited to:

- Online availability of documents to the public and internal CCD agencies
- Quicker retrieval of needed information
- Backup for disaster/recovery purposes
- Historical preservation of the City's records through digitization of existing paper records
- Reduction in physical storage space (and associated costs)

The overall goal in digitizing all of the official OCR records is to allow the public to view them online and to have all of the records on one type of media to allow for migration to the next greatest technology whenever that may come along. Currently the OCR has historical documents on paper, in books, on mylar, and microfiche. Members of the public spend hours researching documents at the OCR office but through this effort, they will be able to complete their research from the comfort of their own home or office through our increased online presence.

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*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**\*\*Please complete the following fields:** (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)

a. **Contract Control Number:** N/A

b. **Contract Term:** May 15, 2017 – May 15, 2020

c. **Location:** Clerk and Recorder Office

d. **Affected Council District:** CITYWIDE

e. **Benefits:** Online public access to historical Clerk and Recorder records, including but not limited to Real Estate, Marriage Certificates, Ordinances and Resolutions.

f. **Contract Amount (indicate amended amount and new contract total):**

\$ 800,000.00 contract amount

7. **Is there any controversy surrounding this ordinance?** (Groups or individuals who may have concerns about it?) **Please explain.** No controversy surrounding this ordinance. A budget funding request was approved by City Council in November 2016. After a competitive RFP, the evaluation committee selected US Imaging to provide the services related to this effort.

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