

## 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**.

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

Date of Request: 01/31/14

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, amendment, municipal code change, supplemental request, etc.)*

[ImageBase LLC; CLERK-CE96003-03; Amendment #3]

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

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

- **Name:** Rose-Etta (Rozi) Horn
- **Phone:** (720) 865-2597
- **Email:** [Rose-Etta.Horn@Denvergov.org](mailto:Rose-Etta.Horn@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:** Rose-Etta (Rozi) Horn
- **Phone:** (720) 865-2597
- **Email:** [Rose-Etta.Horn@Denvergov.org](mailto:Rose-Etta.Horn@Denvergov.org)

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

[This will create an agreement between ImageBase LLC and the Clerk and Recorder's Office to digitize the Denver Clerk and Recorder's public records from 1950 to 1970. The work will be done in three phases (IV-F, IV-G & IV-H)

- Phase IV-F: Capture/scan and index recorded documents from 35mm microfilm and books from 1970 through 1964, reception numbers, reception dates, book numbers, and page numbers (when available) from hard copy index books dated from 1970 through 1950. Estimated at 809,100 images
- Phase IV-G: Capture/scan and index recorded documents from 35mm microfilm, reception numbers, reception dates, book numbers, and page number s(when available) from hard copy index books dated from 1963-1957. Estimated at 751,500 images
- Phase IV-H: Capture/scan and index recorded documents from 35mm microfilm, reception numbers, reception dates, book numbers, and page number s(when available) from hard copy index books dated from 1956-1950. Estimated at 751,500 images

**\*\*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:** CLERK-201396003-03
- b. **Duration:** 2014-02-28 to 2016-12-31
- c. **Location:** Clerk and Recorder Office
- d. **Affected Council District:** City Wide
- e. **Benefits:** The preservation of recorded documents by digitizing deteriorating records currently held on older media including microfilm, microfiche and paper that date back to 1859. Additionally this project is creating a searchable electronic index giving Denver residents online electronic access.
- f. **Costs:** \$300,000 (Prior Contract Total \$1,400,000, Total Amount of Contract \$1,700,000)

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

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

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

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.**

[No]

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

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

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