

TOWN OF RYE
REQUEST FOR PROPOSALS
Document Scanning and Record Management Services

Sealed proposals, plainly marked “**RFP – DOCUMENT SCANNING**” on the outside of the mailing envelope, addressed to the Selectmen’s Office, Rye Town Hall, 10 Central Road, Rye, NH 03870 will be accepted until 3:30pm, Thursday, August 17, 2017.

Introduction

The Town of Rye is seeking a qualified vendor to digitally scan and index building, zoning and planning files, and propose and provide a document management software system as well, if needed. A detailed scope of expected services and the desired proposal format is described herein. The town reserves the right to accept or reject any and all proposals, and to select the proposal most advantageous to the Town of Rye.

Background

The Town of Rye, New Hampshire is located on the Atlantic Coast, a one hour drive by car from Boston, Massachusetts; Portland, Maine or the foothills of the White Mountains. Although Rye has a total area of 35.5 square miles, 64.45% of it (22.9 square miles) is wetland or marsh. The Town of Rye has the longest stretch of coastline of any New Hampshire coastal town. It is home to several state and local beaches, state parks and beach related commercial and recreational activity.

The 2010 census credited Rye with a population of 5,300 residents. The town has 3163 property parcels. 2911 have buildings on them. The town has experienced a lot of residential growth over the years and seeks to move away from retaining paper property files and move to a digital filing system. A recent change in NH state law allows local government agencies to store records in a PDF-A format instead of paper or microfiche.

Objective

The Town of Rye is considering contracting document scanning services, such as scanning of paper files ranging in size from letter, legal and ledger (8 ½ X 11, 8 ½ X 14, 11 X 17), and oversized plans.

The overall objective is to scan these historical building and property documents and store them in a digital format where they can be easily searched, retrieved and made available through some type of search and/or indexing system, as well as a “day forward” solution. The town is interested in a document management system that would allow multiple users to share and work on applications going forward. It’s the town’s intent to require all future documents to be submitted electronically, if possible. The town intends to purchase a scanner and scan documents into the proposed solution as well. By NH State standards, they must be stored in a PDF-A format. Proposers are encouraged to become familiar with NH law and archiving standards. (See attachment A).

Scope of Work

1. Contractor will be responsible for providing offsite scanning services for documents and large format documents at an approved offsite scanning facility that is Service Organization Control 2 (SOC2) security compliant or above.
2. Offsite scanning will provide secure document shipping and handling from Rye Town Hall to their facility as well as returning the documents to Rye Town Hall.
3. The contractor will maintain a tracking system to allow for retrieval of any document that is in process.
4. Document preparation includes, but not limited to, straightening folded documents, removal of staples, binder clips or paper clips, removal of documents from binders or file folders and fasteners, or any other type of document retention fastener.
5. Documents will be returned in original order and folders.
6. Scanning of documents in PDF-A format.
7. Image clarity quality:
 - a. B&W 300 or higher.
8. The vendor shall not scan blank documents.
9. Duplex scanning capabilities
10. Image orientation recognition
11. Blank page orientation and deletion
12. OCR (Optical Character Recognition)
13. Index of all scanned documents. If there is a limit to the naming conventions and/or characters, please specify. E.g. up to four naming conventions or headings per file, such as Map/Lot, Address, Name, Date, up to 35 characters.
14. Store deliverable on a remote storage device or other appropriate approved media for delivery to the town.
15. Propose a document management software system for going forward, if needed.
 - a. List cost per user
 - b. Specify if system will reside on town server, cloud based.
16. Cost of optional scanner for scanning documents into the system.
17. Training of staff on equipment and related software
18. Annual software and equipment maintenance costs

Document types and approximate quantity

Paper Files (letter, legal, ledger)

Approximately 160 standard file boxes, or
Approximately 145 file drawers, approximately three quarters full, or
Approximately 390,000 to 440,000 sheets of pages

Large Format Engineering Drawings, maps and plans (24" x 36", 30" x 40")

Approximately 19,000 oversized documents in files
Approximately 270 rolled plans.

The Town does not have an exact count of all documents, their size and type. Interested bidders can request a site visit to view the documents that need to be scanned in order to prepare their own quantity estimates.

Proposal Submission

1. Include any services your business can offer to meet the requested scope of services and any references from previous projects similar in scope.
2. Lump sum cost based on the estimated quantities as well as unit or per page/document pricing. A breakdown of costs for services to be provided.
3. A schedule/timeframe in which the contractor anticipates being able to perform the work to include an estimation of the duration to complete the work.

Town Contact

All questions should be directed to Michael Magnant, Town Administrator, by phone (603) 964-5523, fax (603) 964-1516 or by emailing mmagnant@town.rye.nh.us.

The RFP is available on the Town website www.town.rye.nh.us under "Legal Notices" or by contacting the Selectmen's Office at (603) 964-5523.

Project Schedule

The project shall be completed within 90 calendar days.

Proposal Format

The proposals may be in any format that works best for RFP respondents, but shall include as a minimum, the following information:

- a. **Transmittal Letter:** A cover letter affirming the consultant's interest in performing the services and confirming the primary contact person for the project.
- b. **Company Profile:** A description of the firm's size, general qualifications, expertise, experience and services, particularly with respect to document scanning.
- c. **Project Approach:** A project scope and understanding describing the consultant's understanding of the minimum requirements, and a summary and description of the tasks which will be performed by the consultant.
- d. **Project Team:** A listing of the members of the proposed project team and the roles of each team member. Indicate the proposed project manager who will be in responsible charge of the project and who will attend and lead committee and other public meetings. Engineering activities of the project team shall be under the responsible charge of a NH Licensed Engineer, who shall be named in the proposal.
- e. **Project Schedule:** The level of effort anticipated for each task and the amount of time to accomplish the task.
- f. **Project Administration:** A section identifying the individuals to be involved and their anticipated roles.
- g. **References:** Names, addresses and telephone numbers of representatives of current or recent clients familiar with similar work performed by the firm. (Three to five are recommended).
- h. **Fee Summary:** A fee table listing total man-hours proposed for each task, the hourly rate and total cost basis for the entire study. The selected consultant shall enter into an agreement with the town for the proposed services stipulated as a "Not to Exceed" fee. Quoted prices should be valid for a period of 60 days.
- i. **Additional Data:** Any additional data the proposer considers essential and/or pertinent.

Selection Criteria

Selection criteria shall include, but not be limited to, the following:

- Qualifications
- Experience
- Project Team
- Technical Ability
- Project Understanding
- Technical Approach
- Project Management
- Quality of Proposal
- Cost
- References

Proposal Submittal Requirements

Each proposer shall submit six (06) bound copies, one (1) unbound copy and one digital copy in .pdf format clearly marked: **“RFP – DOCUMENT SCANNING”**. Completed proposals must be delivered no later than **3:30 pm**, Thursday, August 17, 2017 to:

Selectmen's Office
Rye Town Hall
10 Central Road
Rye, NH 03870

Proposals delivered after the deadline will not be considered. Faxed submittals are not acceptable and will not be considered. The names of all Proposers will be read aloud publicly at the Selectmen's meeting on a date and time specified and the public is welcome to attend.

The Town of Rye reserves the right to accept or reject any or all proposals, or parts thereof; and further to make modifications as it deems are in the best interest of the Town. It also reserves the right to retain all proposals submitted, and to use any ideas included within a proposal, regardless of whether that proposal is the final selection. The Town further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal.

Quoted price shall remain valid for a period of 60 days.

Submittals will be evaluated by a Selection Committee. It is anticipated that the Committee will short-list firms and may conduct interviews. The Committee will make selection recommendations to the Board of Selectmen.

The Town of Rye will not be responsible for any costs incurred by proposers in responding to this RFP.

Submission of a proposal indicates acceptance by the firm of the conditions contained within this Request for Proposals.

The Town of Rye reserves the right to reject any or all submittals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

END OF RFP

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33-A DISPOSITION OF MUNICIPAL RECORDS

Section 33-A:1

33-A:1 Definition of Terms. – In this chapter:

I. "Board" means the municipal records board.

II. "Municipal" refers to a city or town, county or precinct.

III. "Municipal officers" means:

(a) In the case of a town, the board of selectmen.

(b) In the case of a city which has adopted the council manager plan under RSA 49-A, the city manager.

(c) In the case of any other city, the mayor.

(d) In the case of a county, the county commissioners.

(e) In the case of a precinct, the precinct commissioners.

IV. "Municipal records" means all municipal records, reports, minutes, tax records, ledgers, journals, checks, bills, receipts, warrants, payrolls, deeds and any other written or computerized material that may be designated by the board.

V. "Active" means until termination or expiration of obligations or services, cessation of need for further attention, and completion or release of any pending legal processes.

Source. 1967, 105:1. 1977, 358:1, eff. July 1, 1977. 2005, 187:1, eff. Aug. 29, 2005.

Section 33-A:2

33-A:2 Authority Granted. – [Repealed 1977, 358:7, I, eff. July 1, 1977.]

Section 33-A:3

33-A:3 Municipal Committees. – The municipal officers or their designee together with the clerk, treasurer, an assessor, and tax collector of each city or town shall constitute a committee to govern the disposition of municipal records pursuant to this chapter. Unless otherwise provided by a municipal ordinance, the committee shall designate the office responsible for the retention of each type of record created for the municipality.

Source. 1967, 105:1. 1977, 358:2, eff. July 1, 1977. 2005, 187:2, eff. Aug. 29, 2005. 2006, 119:1, eff. May 12, 2006.

Section 33-A:3-a

33-A:3-a Disposition and Retention Schedule. – The municipal records identified below shall be retained, at a minimum, as follows:

I. Abatements: 5 years.

II. Accounts receivable: until audited plus one year.

- III. Aerial photographs: permanently.
- IV. Airport inspections-annual: 3 years.
- V. Airport inspections-daily, including fuel storage and vehicles: 6 months.
- VI. Annual audit report: 10 years.
- VII. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
- VIII. Archives: permanently.
- IX. Articles of agreement or incorporation: permanently.
- X. Bank deposit slips and statements: 6 years.
- XI. Blueprints-architectural: life of building.
- XII. Bonds and continuation certificates: expiration of bond plus 2 years.
- XIII. Budget committee-drafts: until superseded.
- XIV. Budgets: permanently.
- XV. Building permits-applications and approvals: permanently.
- XVI. Building permits-lapsed: permanently.
- XVII. Building permits-withdrawn, or denied: one year.
- XVIII. Capital projects and fixed assets that require accountability after completion: life of project or purchase.
- XIX. Cash receipt and disbursement book: 6 years after last entry, or until audited.
- XX. Checks: 6 years.
- XXI. Code enforcement specifications: permanently.
- XXII. Complaint log: expiration of appeal period.
- XXIII. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
- XXIV. Contracts-unsuccessful bids: completion of project plus one year.
- XXV. Correspondence by and to municipality-administrative records: minimum of one year.
- XXVI. Correspondence by and to municipality-policy and program records: follow retention requirement for the record to which it refers.
- XXVII. Correspondence by and to municipality-transitory: retain as needed for reference.
- XXVIII. Current use applications and maps: until removed from current use plus 3 years.
- XXIX. Current use release: permanently.
- XXX. Deed grantee/grantor listing from registry, or copies of deeds: discard after being updated and replaced with a new document.
- XXXI. Deferred compensation plans: 7 years.
- XXXII. Underground facility damage prevention forms: 4 years.
- XXXIII. Dredge and fill permits: 4 years.
- XXXIV. Driveway permits and plans: permanently.
- XXXV. Easements awarded to municipality: permanently.
- XXXVI. Elections-federal elections: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 22 months after the election, whichever is longer.
- XXXVII. Elections-not federal: ballots and absentee ballot applications, affidavit envelopes, and lists: by the town clerk until the contest is settled and all appeals have expired or at least 60 days after the election, whichever is longer.
- XXXVIII. Elections-challenge affidavits by the town clerk: until the contest is settled and all appeals have expired or 22 months after the election, whichever is longer.
- XXXIX. Elections-ward maps: until revised plus 1 year.
- XL. Emergency medical services run reports: 10 years.
- XLI. Equipment maintenance: life of equipment.

XLII. Excavation tax warrant and book or list: permanently.

XLIII. Federal form 1099s and W-2s: 7 years.

XLIV. Federal form 941: 7 years.

XLV. Federal form W-1: 4 years.

XLVI. Fire calls/incident reports: 10 years.

XLVII. Grants, supporting documentation: follow grantor's requirements.

XLVIII. Grievances: expiration of appeal period.

XLIX. Health-complaints: expiration of appeal period.

L. Health-inspections: 3 years.

LI. Health-service agreements with state agencies: term plus 7 years.

LII. Health and human services case records including welfare applications: active plus 7 years.

LIII. Inspections-bridges and dams: permanently.

LIV. Insurance policies: permanently.

LV. Intent to cut trees or bushes: 3 years.

LVI. Intergovernmental agreements: end of agreement plus 3 years.

LVII. Investigations-fire: permanently.

LVIII. Invoice, assessors: permanently.

LIX. Invoices and bills: until audited plus one year.

LX. Job applications-successful: retirement or termination plus 50 years.

LXI. Job applications-unsuccessful: current year plus 3 years.

LXII. Labor-public employees labor relations board actions and decisions: permanently.

LXIII. Labor union negotiations: permanently or until contract is replaced with a new contract.

LXIV. Ledger and journal entry records: until audited plus one year.

LXV. Legal actions against the municipality: permanently.

LXVI. Library:

 (a) Registration cards: current year plus one year.

 (b) User records: not retained; confidential pursuant to RSA 201-D:11.

LXVII. Licenses-all other except dog, marriage, health, and vital records: duration plus 1 year.

LXVIII. Licenses-dog: current year plus one year.

LXIX. Licenses-dog, rabies certificates: disposal once recorded.

LXX. Licenses-health: current year plus 6 years.

LXXI. Liens-federal liens upon personal property, other than IRS liens: permanently.

LXXII. Liens-hospital liens: 6 years.

LXXIII. Liens-IRS liens: one year after discharge.

LXXIV. Liens-tax liens, state liens for support of children: until court order is lifted plus one year.

LXXV. Liens-tax liens, state meals and rooms tax: until release plus one year.

LXXVI. Liens-tax sale and record of lien: permanently.

LXXVII. Liens-tax sales/liens redeemed report: permanently.

LXXVIII. Liens-Uniform Commercial Code leases: lease term plus 4 years; purge all July 1, 2007.

LXXIX. Liens-Uniform Commercial Code security agreements: 6 years; purge all July 1, 2007.

LXXX. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.

LXXXI. Minutes of boards and committees: permanently.

LXXXII. Minutes of town meeting/council: permanently.

LXXXIII. Minutes, selectmen's: permanently.

LXXXIV. Motor vehicle-application for title: until audited plus one year.

LXXXV. Motor vehicle-titles and voided titles: sent to state division of motor vehicles.

LXXXVI. Motor vehicle permits-void and unused: until audited plus one year.

LXXXVII. Motor vehicle permits and registrations-used: current year plus 3 years.

LXXXVIII. Municipal agent daily log: until audited plus one year.

LXXXIX. Notes, bonds, and municipal bond coupons-cancelled: until paid and audited plus one year.

XC. Notes, bonds, and municipal bond coupon register: permanently.

XCI. Oaths of office: term of office plus 3 years.

XCII. Ordinances: permanently.

XCIII. Payrolls: until audited plus one year.

XCIV. Perambulations of town lines-copy kept by town and copy sent to secretary of state: permanently.

XCV. Permits or licenses, pole: permanently.

XCVI. Personnel files: retirement or termination plus 50 years.

XCVII. Police, accident files-fatalities: 10 years.

XCVIII. Police, accident files-hit and run: statute of limitations plus 5 years.

XCIX. Police, accident files-injury: 6 years.

C. Police, accident files-involving arrests: 6 years.

CI. Police, accident files-involving municipality: 6 years.

CII. Police, accident files-property damage: 6 years.

CIII. Police, arrest reports: permanently.

CIV. Police, calls for service/general service reports: 5 years.

CV. Police, criminal-closed cases: statute of limitations plus 5 years.

CVI. Police, criminal-open cases: statute of limitations plus 5 years.

CVII. Police, motor vehicle violation paperwork: 3 years.

CVIII. Police, non-criminal-internal affairs investigations: as required by attorney general and union contract and town personnel rules.

CIX. Police, non-criminal-all other files: closure plus 3 years.

CX. Police, pistol permit applications: expiration of permit plus one year.

CXI. Property inventory: 5 years.

CXII. Property record card: current and last prior reassessing cycle.

CXIII. Property record map, assessors: until superceded.

CXIV. Property tax exemption applications: transfer of property plus one year.

CXV. Records management forms for transfer of records to storage: permanently.

CXVI. Road and bridge construction and reconstruction, including highway complaint slips: 6 years.

CXVII. Road layouts and discontinuances: permanently.

CXVIII. Scenic roads: permanently.

CXIX. School records: retained as provided under RSA 189:29-a.

CXX. Septic plan approvals and plans: until replaced or removed.

CXXI. Sewer system filtration study: permanently.

CXXII. Sign inventory: 7 years.

CXXIII. Site plan review: life of improvement plus 3 years.

CXXIV. Site plan review-lapsed: until notified that planning board action and appeal time has expired plus one year.

CXXV. Site plan review-withdrawn or not approved: appeal period plus one year.

CXXVI. Special assessment (betterment of property): 20 years.

CXXVII. Street acceptances: permanently.

CXXVIII. Street signs, street lights and traffic lights-maintenance records: 10 years.

CXXIX. Subdivision applications-lapsed: until notified that planning board action and appeal period has expired plus one year.

CXXX. Subdivision applications-successful and final plan: permanently.

CXXXI. Subdivision applications-withdrawn, or not approved: expiration of appeal period plus one year.

CXXXII. Subdivision applications-working drafts prior to approval: expiration of appeal period.

CXXXIII. Summary inventory of valuation of property: one year.

CXXXIV. Tax maps: permanently.

CXXXV. Tax receipts paid, including taxes on land use change, property, resident, sewer, special assessment, and yield tax on timber: 6 years.

CXXXVI. Tax-deeded property file (including registered or certified receipts for notifying owners and mortgagees of intent to deed property): permanently.

CXXXVII. Time cards: 4 years.

CXXXVIII. Trust fund:

(a) Minutes and quarterly reports, in paper or electronic format: permanently.

(b) Bank statements, in paper or electronic format: 6 years after audit.

CXXXIX. Vehicle maintenance records: life of vehicle plus 2 years.

CXL. Voter checklist-marked copy kept by town pursuant to RSA 659:102: 7 years.

CXLI. Voter registration:

(a) Forms, including absentee voter registration forms: until voter is removed from checklist plus 7 years.

(b) Same day, returned to undeclared status, form and report from statewide centralized voter registration database: 7 years.

(c)(1) Party change form: until voter is removed from checklist plus 7 years.

(2) List of undeclared voters from the statewide centralized voter registration database: 7 years.

(d) Forms, rejected, including absentee voter registration forms, and denial notifications: 7 years.

(e) Qualified voter affidavit: until voter is removed from checklist plus 7 years.

(f) Domicile affidavit: until voter is removed from checklist plus 7 years.

(g) Overseas absentee registration affidavit: until voter is removed from checklist plus 7 years.

(h) Absentee ballot voter application form in the federal post card application format, for voters not previously on the checklist: until voter is removed from checklist plus 7 years.

(i) Absentee ballot affidavit envelope for federal post card applicants not previously on the checklist: until voter is removed from checklist plus 7 years.

(j) Notice of removal, 30-day notice: until voter is removed from checklist plus 7 years.

(k) Report of death: until voter is removed from checklist plus 7 years.

(l) Report of transfer: until voter is removed from checklist plus 7 years.

(m) Undeliverable mail or change of address notice from the United States Postal Service: until voter is removed from checklist plus 7 years.

CXLII. Vouchers and treasurers receipts: until audited plus one year.

CXLIII. Warrants-land use change, and book or list: permanently.

CXLIV. Warrants-property tax, and lists: permanently.

CXLV. Warrants-resident tax, and book or list: permanently.

CXLVI. Warrants-town meeting: permanently.

CXLVII. Warrants-treasurer: until audited plus one year.

CXLVIII. Warrants-utility and betterment tax: permanently.

CXLIX. Warrants-yield tax, and book or list: permanently.

CL. Welfare department vouchers: 4 years.

CLI. Work program files: current year plus 6 years.

CLII. Writs: expiration of appeal period plus one year.

CLIII. Zoning board of adjustment applications, decisions, and permits-unsuccessful: expiration of appeal period.

CLIV. Intent to excavate: completion of reclamation plus 3 years.

CLV. Election return forms, all elections: permanently.

CLVI. Affidavits of religious exemption: until voter is removed from checklist plus 7 years.

Source. 2005, 187:3, eff. Aug. 29, 2005. 2006, 119:2-5, eff. May 12, 2006. 2010, 172:1-3, eff. Aug. 16, 2010; 191:1, eff. Aug. 20, 2010. 2012, 113:1, eff. May 31, 2012; 284:13, eff. Sept. 1, 2015. 2014, 319:1, eff. Sept. 30, 2014. 2015, 4:1, eff. July 4, 2015.

Section 33-A:4

33-A:4 Disposition Schedule. – [Repealed 1977, 358:7, II, eff. July 1, 1977.]

Section 33-A:4-a

33-A:4-a Municipal Records Board. –

I. There is hereby established a municipal records board consisting of the following persons or their designees:

- (a) The director of the division of archives and records management.
- (b) The director of the New Hampshire Historical Society.
- (c) The state librarian.
- (d) The presidents of the New Hampshire Tax Collectors' Association, the New Hampshire City and Town Clerks' Association and the Association of New Hampshire Assessors.
- (e) The registrar of vital records.
- (f) The secretary of state.
- (g) A municipal treasurer or finance director appointed by the president of the New Hampshire Municipal Association for a 3-year term.
- (h) A professional historian appointed by the governor and council for a 3-year term.
- (i) A representative of the Association of New Hampshire Historical Societies appointed by its president for a 3-year term.
- (j) A representative of the department of revenue administration.
- (k) The state records manager.

II. The board shall elect its own chairman and vice-chairman. The board shall meet at the call of the chairman, but not less than once every 2 calendar years. Five members of the board shall constitute a quorum for all purposes. Board members shall serve without compensation. Administrative services for the board shall be provided by the director of the division of archives and records management who shall serve as secretary of the board.

Source. 1977, 358:3. 1985, 102:1. 1991, 197:1, eff. July 27, 1991. 2003, 97:4, eff. Aug. 5, 2003; 319:56, eff. July 1, 2003.

Section 33-A:4-b

33-A:4-b Powers and Duties of Board. – The board shall advise the secretary of state on standards and procedures for the effective and efficient management of municipal records. Such standards and procedures shall govern the retention, preservation and disposition of municipal records. The board shall oversee the local government records management improvement program as provided in RSA 5:47-5:51.

Source. 1977, 358:3, eff. July 1, 1977. 2002, 145:3, eff. July 12, 2002. 2005, 187:4, eff. Aug. 29, 2005.

Section 33-A:5

33-A:5 Microfilming. – If municipal records are disposed of by microfilming, 2 films shall be produced. One film shall be retained by the municipality in a fireproof container and properly labeled. One shall be transferred to a suitable location for permanent storage.

Source. 1967, 105:1. 1977, 358:4, eff. July 1, 1977.

Section 33-A:5-a

33-A:5-a Electronic Records. – Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period.

Source. 2005, 187:5, eff. Aug. 29, 2005. 2006, 275:6, eff. June 15, 2006. 2016, 226:1, eff. Aug. 8, 2016.

Section 33-A:6

33-A:6 Exception. – Notwithstanding any other provision hereof, original town meeting and city council records shall not be disposed of but shall be permanently preserved. Such records prior to 1900 need not be microfilmed unless legible.

Source. 1967, 105:1, eff. July 10, 1967.