



# ADMINISTRATION COMMITTEE

Administration Building  
10844 Ellis Avenue  
Fountain Valley, CA 92708  
(714) 593-7433

## Agenda Report

---

**File #:** 2023-3287

**Agenda Date:** 11/8/2023

**Agenda Item No:** 3.

---

**FROM:** Robert Thompson, General Manager  
Originator: Wally Ritchie, Director of Finance

**SUBJECT:**

### RECORDS MANAGEMENT TRUSTED SYSTEM IMPLEMENTATION

#### GENERAL MANAGER'S RECOMMENDATION

##### RECOMMENDATION:

- A. Approve a Purchase Order Agreement with ECS Imaging, Inc. utilizing the California Multiple Award Schedules (CMAS) Contract Number 3-19-70-2982C, to continue the implementation of Orange County Sanitation District's approved Records Management System, Laserfiche, for a total amount not to exceed \$186,022; and
- B. Approve a contingency of \$18,602 (10%).

#### BACKGROUND

Orange County Sanitation District (OC San) is continuing the implementation of OC San's approved Records Management System, Laserfiche, to preserve vital records in a multi-phase approach. Phase I was completed in FY22-23 and included the selection and implementation of Laserfiche as OC San's Records Management System as well as RestorVault cloud storage as the Trusted System backup. Phase I included the implementation of Laserfiche for the Board Services, Human Resources, and Risk Management Divisions. The remaining implementation of Laserfiche across the entirety of OC San will be broken into future phases. The next phase (Phase II) will implement Laserfiche for Life of Organization records (both physical paper records and electronic records) for the Finance and Contracts, Purchasing, and Materials Management Divisions.

#### RELEVANT STANDARDS

- Comply with California Code of Regulations Title 2. Division 7. Chapter 15. Trustworthy Electronic Document or Record Preservation
- Comply with transparency and communication requirements, including the Brown Act

#### PROBLEM

Staff is working to ensure that all electronic versions of official documents or records, including those originating from hard copy, are stored and managed in a trusted system as required by California

Government Code 12168.7. Many physical paper records still exist in buildings at both plants and Life of Organization records cannot be digitized and disposed of unless electronic records exist within a Trusted System. Laserfiche was implemented as the OC San Records Management Trusted System in FY22-23 and OC San is ready to expand its use to the rest of the organization.

### **PROPOSED SOLUTION**

Approve a Purchase Order Agreement with ECS Imaging, Inc. to provide implementation services to expand Laserfiche to Phase II.

### **TIMING CONCERNS**

Complying with the timing set forth in the General Manager's Work Plan to complete Phase II implementation by the end of FY23-24.

### **RAMIFICATIONS OF NOT TAKING ACTION**

Laserfiche will not be utilized by the remaining divisions of OC San. Physical records may still need to be digitized to facilitate the move to the new Headquarters Building, but these records may be stored in disparate, non-trusted systems. The General Manager's work plan item will not be completed as planned.

### **PRIOR COMMITTEE/BOARD ACTIONS**

March 2021 - Approved a Professional Consultant Services Agreement with ECS Imaging, Inc. to provide implementation services for a Records Management System.

### **ADDITIONAL INFORMATION**

OC San is utilizing a cooperative agreement through the CMAS which is the State's procurement division that offers non-IT services and IT products and services that have been assessed to be fair, reasonable, and competitive. The CMAS program is available to all local agencies and meets OC San's requirements for a competitive procurement process. Subsequent phases of the Records Management Trusted System implementation will include the General Manager's office, Public Affairs, Environmental Services, Engineering, Operations and Maintenance, and Information Technology.

### **CEQA**

N/A

### **FINANCIAL CONSIDERATIONS**

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted.

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

N/A