



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Candice Alvarez, MMC, City Clerk

Date: April 22, 2025

Subject: Services Agreement for Document Scanning Services

Recommendation

Approve and authorize the City Manager to execute a Professional Services Agreement or other appropriate agreement with Corodata, Inc. in an annual amount not-to-exceed \$75,000 for document scanning, indexing, and storage/destruction services in such final form as approved by the City Attorney.

Background

The City of Lake Elsinore maintains a wide range of physical records that are vital to City operations, historical preservation, and legal compliance. In alignment with the City's Records Management Program and adopted Records Retention Schedule, the City Clerk's Office has identified a significant backlog of documents that require digitization to improve accessibility, preserve the integrity of aging materials, and reduce physical storage needs.

The types of records identified for scanning include:

- Approximately 20,000 mylars
- Approximately 150 boxes of paper documents
- Four (4) boxes of microfilm
- A small collection of large-format building plans

These records are currently stored at various locations and in varying formats. Some are deteriorating or difficult to access, further underscoring the need for timely digitization.

Discussion

City staff solicited a proposal for document scanning services and received a response from Corodata, Inc., a reputable records management company based in Corona, California. Corodata has extensive experience working with public agencies and has demonstrated a comprehensive understanding of the City's scanning, indexing, and records lifecycle management needs.

The scope of services includes:

- Pickup and secure transport of all documents
- High-resolution scanning and indexing by category and retention requirements
- Quality control and data validation
- Return or secure destruction of original records in accordance with the City's Records Retention Schedule
- Delivery of digital files in a format compatible with the City's existing records management system

Upon completion, digital records will be integrated into the City's Laserfiche system, providing faster access, improved records request fulfillment, and enhanced disaster recovery protections.

Fiscal Impact

Funding for this project is available in the City Clerk's Department General Fund budget.

Attachments

Attachment 1 – Agreement
Exhibit A - Proposal

Clerk's Office