

## RESOLUTION 110-2022

### *Agreement with SE Blueprint PlanCycle Long Term Digital Archiving Services*

\_\_\_\_\_ Cuyahoga \_\_\_\_\_ County, Ohio

**Be it Resolved** by the Township Trustees of Olmsted Township, that

**WHEREAS**, Olmsted Township is in need of Long Term Digital Archiving Services for the Administrative and Fiscal Department; and

**WHEREAS**, Digital archiving is similar in purpose to a physical archive and helps prevent data loss, while ensuring that records are persevered and can be accessed anytime; and

**WHEREAS**, the Olmsted Township Building Department is currently utilizing the base PlanCycle system related to standard security, features and searching capabilities for managing their records. Upgrading this site for integrating the Townships HR/Financial records into this current account with enhanced security. The upgrade provides for customization to this site to include 2-factor authorization, restricted access by specific people only, encryption of stored data as well as third party cloud storage backup controlled by Olmsted Township restricted personnel.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Olmsted Township, State of Ohio that: the Olmsted Township Board of Trustees approve the PlanCycle Long Term Digital Archiving Services with Encrypted Storage Option for a setup fee of \$300.00 and a month-to-month service fee of \$225.00. Said Agreement is marked as Exhibit A and attached hereto and made a part of here of as though fully rewritten herein.

**BE IT FURTHER RESOLVED** that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 28<sup>th</sup> day of September, 2022

Attest:

Brian W. Kuttel  
Township Fiscal Officer

Filey Apu  
Jeanne M. Kress  
Don J. Jones  
Township Trustees



September 15, 2022

Traci Dietrich  
Olmsted Township  
7900 Fitch Road  
Olmsted Township, OH 44138

## **PlanCycle Long Term Digital Archiving (LTDA) Services – Encrypted Storage Option**

PlanCycle LTDA services are designed to support the digital preservation requirements associated with file storage, file integrity and accessibility of electronic records requiring long term retention. These services include administrative support for formatting and technical support along with a cloud based document management system for managing and auditing the information.

The Olmsted Township Building Department is currently utilizing the base PlanCycle system related to standard security, features and searching capabilities for managing their records. Upgrading this site can save the township money for integrating their HR/Financial records into this current account however enhanced security will be required.

This upgrade provides for the customization to this site to include 2-factor authorization (requiring passwords to login), restricted access by specific people only, encryption of stored data as well as third party cloud storage backup controlled by Olmsted Township restricted personnel.

Cost for these enhanced security features would be an initial \$300.00 setup fee and \$225.00 per month. This is a month-to-month service and can be cancelled at anytime with a 30 day written notice (monthly fee can be invoiced annually if desired as a convenience).

If you have questions on any of this information please let me know.

Thanks

Mark Mathias  
Vice President



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