

SCANNING SERVICES

Bullet Points

- This ordinance authorizes the expenditure of \$150,000 for the purpose of scanning various documents for the Division of Engineering Services such as roadway and waterline plans, street vacations, plat maps, storm and sanitary sewer records; and surveying field notes.
- It is a requirement to permanently maintain these records in paper or electronic form per the Records Retention Schedule of the City of Toledo.
- Converting these documents to electronic format will conserve file space and maintain the integrity and preservation of the documents.
- The Division of Engineering Services is currently reviewing two proposals from vendors that provide these services through a State of Ohio State term contract.
- Funding for this expenditure is included in the Division of Engineering Service's 2021 operating budget in various funds.