



Elizabeth Unger
Purchasing Agent

City of Cambridge

PURCHASING DEPARTMENT

SHUO WANG
Assistant Purchasing Agent for
Goods & Services

NATALIE SULLIVAN
Assistant Purchasing Agent for
Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: February 14, 2024

RE: File No. 11331 Scanning Services to Assist with the Digitization of the City Clerk's Permanent Documents - Addendum No. 3

This addendum is comprised of:

- I. Submitted Questions and Answers**
- II. Revised Scope of Services**
- III. Document Data**

I. Submitted Questions and Answers:

- 1.) **Q:** In place of a lump-sum pricing amount, can bidders provide separate pricing for each document type (e.g., bound volumes, oversized documents, standard sized documents, etc.), as well as for indexing? Then provide a full lump-sum totaling all?
A: No.
- 2.) **Q:** Can we use our own pricing template to provide you detail pricing for each component such as,
 - a. Per box cost of transportation
 - b. Per image cost of digitization pages
 - c. Per document cost of indexing records with up to 10 fields
 - d. Per File cost of Re-assembly
 - e. Per box cost of record return**A:** Please see answer to Question 1.
- 3.) **Q:** What % of documents are 8.5 x 11?
A: Please see attached document data sheet.
- 4.) **Q:** What % of documents are 8.5 x 14?
A: Please see answer to Question 3.
- 5.) **Q:** What % of documents are 11 x 17?
A: Please see answer to Question 3.



- 6.) **Q:** What % of documents are larger than 11 x 17?
A: Please see answer to Question 3.
- 7.) **Q:** What % of documents are smaller than 8.5 x 5.5?
A: Please see answer to Question 3.
- 8.) **Q:** What % of documents are double sided?
A: Please see answer to Question 3.
- 9.) **Q:** What % of documents require color scanning?
A: Zero.
- 10.) **Q:** Can bidders provide a menu of pricing for optional items in addition to the lump-sum pricing?
A: Please see answer to Question 1.
- 11.) **Q:** Are large format documents mixed/comingled in folders with regular sized pages?
A: There is a potential that some may be, but generally speaking, no.
- 12.) **Q:** If large format drawings are mixed with regular sized drawings, would it be acceptable to place these drawings, along with a separator sheet indicating the document it belongs to, in the original box without recombining with the original folder that it was taken from?
A: No.
- 13.) **Q:** What is the average number of pages per document?
A: The City does not have an average number of pages per document.
- 14.) **Q:** Can the City provide an Excel file for all document types for data population?
A: Please see attached document data sheet.
- 15.) **Q:** What volume of documents are contained within sleeves?
A: None.
- 16.) **Q:** Does the City have a specific timeline for vendors to complete all scanning tasks? If yes please describe.
A: June 30, 2024.
- 17.) **Q:** Please confirm that all documents will be in shipment-ready boxes for pickup.
A: See Scope of Services.



18.) **Q:** Will the City provide a manifest for all pickups?

A: No.

19.) **Q:** Are all documents to be reclipped (when originally paper clipped) prior to return?

A: Documents requiring staple removal should not be restapled, but all unique documents should be reclipped in order to keep them separate from other documents prior to return.

20.) It is stated that we will be creating about 10 index fields per each document ? We assume each document is a Multi-page PDF, PDF/A or TIFF file.

a. **Q:** Are we creating one document per all the pages in one file folder? Or every grouped set of pages in one file folder is considered as a document?

A: Documents are not necessarily in file folders, each document should be handled individually and indexed as a separate document.

b. **Q:** Do you know how many documents, PDF files we will be creating? (For example if you have about 900,000 images to digitize and if each document is about 10 pages, you will have 90,000 multi-page documents to index.) This information is really important for us to calculate accurate pricing.

A: Please see attached document data sheet and revised Scope of Services.

c. **Q:** It is stated 10 index fields per document but only 3 is listed as metadata fields. What are the other type of index fields you are looking for?

A: An index has not currently been set for each category of records, prior to the project starting, a discussion will occur between the City clerk and the vendor as to what will be required for index fields.

d. **Q:** Does the city has any databases that we can use as a database lookup in this project and reduce the overall indexing costs? For example if we are scanning Permit files and city has database with Section, Block and Lot, Address, category type of information. we can use that database to assist the indexing efforts without re-entering the same data.

A: No.

21.) **Q:** Is it allowed to cut the spine of Index volumes, in order to scan these documents using high speed sheet feed scanners? Or do we need to use none-destructive scanning methods like books scanning?

A: Index volumes (including bound volumes) will no longer be included, please see the revised Scope of Services.

22.) **Q:** Is it allowed to cut the spine of Index volumes, in order to scan these documents using high speed sheet feed scanners? Or do we need to use none-destructive scanning methods like books scanning?

A: Please see the answer to Question 21.



- 23.) **Q:** If you allow us to disassemble the records for high speed scanning, do we have to rebind the documents the same original way? For example, if we allowed to cut the spine of hard bound volumes, do we need to hard bind these books?
A: Please see the answer to Question 21.
- 24.) **Q:** As per our experience, scanning documents at 600 DPI resolution is creating unusually large size files, increase the cost of the project and perhaps may even create digital records that are unusable in day to day operations. If your concern is capturing all the information on pages, perhaps we can make recommendations to scan files in Grayscale or Color at 300 DPI with appropriate document compression techniques. This is the standard promoted by National Archives and Records Administration with FADGI 3 Star compliance for similar type of records. perhaps we can digitize some sample files and show you the quality for your team to determine the specifications. Can we recommend lower DPI scanning in this project?
A: No.
- 25.) **Q:** Of the 96 index volumes referred to on RFP page 5 what volume are physically bound (not in 3-ring binders)?
A: Please see the answer to Question 21.
- 26.) **Q:** Please confirm that the vendor can “slice” the bindings and that rebinding is not a requirement.
A: Please see the answer to Question 21.
- 27.) **Q:** If no “slicing” is not allowed, do the books need to be scanned on a book scanner?
A: Please see the answer to Question 21.
- 28.) **Q:** Is it possible to extend the bid due date by 2 more weeks since there might not be sufficient time to prepare a comprehensive proposal.
A: Please see Addendum No. 2.
- 29.) **Q:** May we schedule an onsite visit to view the documents?
A: Please see Addendum No. 2.
- 30.) **Q:** Can bidders come onsite to view the documents to be scanned? Please provide available dates and times.
A: Please see Addendum No. 2.



31.) **Q:** Can bidders use digital signature for forms execution or is wet ink a requirement?

A: Digital signatures will not be accepted, wet ink is a requirement for all forms included in the bid submission.

32.) **Q:** We have an question regarding "All City documents in the possession of the bidder must be stored in a climate controlled safe and secure location, that must be within one hour driving distance of the City of Cambridge." We provide a climate controlled safe and secure location to store the documents, but we are not located within one hour driving distance of Cambridge. But we do provide a feature that provides a priority pull request service, where a specified box will be prioritized for digitization to ensure timely access to the digitized content, we work with clients all across the US, including the IRS, and have a process of pull requests effectively to provide return documents. Would this suffice to fulfill this requirement?

A: No.

33.) **Q:** RFP page 2 (Termination of Contract) indicates that the City can terminate the contract upon 7 days' notice. Will the City be responsible for compensation of services completed at time of termination? What is the intent?

A: These are the City's standard contract terms and conditions, the City will not negotiate these terms for the purposes of this bid.

34.) **Q:** RFP page 3 (Insurance) – this bidder carries commercial general liability generally protective of Owner's Protective, but not separately stated. Is this acceptable?

A: This element of the City standard insurance requirements is waived for the purposes of this Invitation for Bid.



II. Revised Scope of Services

Scope of Services

The City Clerk is the official record keeper for the City of Cambridge.

The City Clerk wishes to scan various legislative documents and make those documents available to the general public on the City's website. These documents are currently stored in archival quality boxes that have a basic description of the contents on the box label. With very few exceptions, the label also includes the number of documents in each box. Documents are often a few to several pages.

With only a few exceptions (approximately 10 boxes), documents range from 1960-2003, and are generally in good to very good condition.

The vendor will be responsible for scanning approximately 200 boxes of documents. A detailed list is provided as an attachment. All documents to be scanned, with the exception of one box of mixed documents that is currently being organized, appear on this listing. All documents will be available for inspections by interested vendors.

The vendor is responsible for returning documents in their original boxes, unless the vendor identifies misfiles which belong in a different box.

The vendor must follow established protocols, meet scheduling requirements, provide quick, responsive customer service, and ultimately deliver electronic files that have been prepared to City Clerk's protocols in such a way that they can be sorted and coded. In addition to electronic files being provided in pre-determined batches, a combined file must be provided at the end of the project.

The following criteria must be met:

Project Initiation

- Meet with City Clerk's staff to review existing protocols and requirements.
- Discuss and arrange with the City Clerk's staff a schedule for batch file pick-up, scanning time, and return to the City Clerk's office; and determine number of files per batch.

Standards

- All City documents in the possession of the bidder must be stored in a climate controlled safe and secure location, **that must be within one hour driving distance of the City of Cambridge.**
- The City must have access to all documents outsourced for scanning upon request, with a hard copy or electronic file provided within 24 hours.
- Resolution – 600 dpi.
- File type Single or Multi Page – PDF, TIFF, or JPG.
- Duplex scan documents to capture both front and back of document where needed.
- Images must be oriented correctly for viewing.



- Image Clean-up: the scanned document should be de-skewed and de-speckled, blank pages and black borders removed and background suppression where the image will be enhanced by such processes.
- Manual image quality adjustment and QA of every image for clarity, quality, cutoffs, or compression errors.
- **Documents indexed with up to 10 fields.** Indexing sources may include scan sheets, file folders, and/or image verification.
- Indexing and image information in XML and CSV format (documentation and sample available upon request).
- All scan dimensions must be the same size as the original document.

All other details remain the same.

Elizabeth Unger
Purchasing Agent

Addendum No. 3



III. Document Data



Box ID	Category	Contents	Box Number	Year	Document #	Document Size	Condition	Folded or Flat?	Method	Note
APPOINTMENTS-1	APPOINTMENTS	1971 1-51 1972 1-34 1973 1-52 1974 1-82 1975 1-96 1976 1-127	1	1970 - 1976	1-60	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-1	HIGHWAYS	1 1974 1-253	1	1974	1-253	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-2	HIGHWAYS	2 1975 1-213	2	1975	1-213	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-3	HIGHWAYS	3 1976 1-194	3	1976	1-194	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-4	HIGHWAYS	4 1977 1-217	4	1977	1-217	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-5	HIGHWAYS	5 1978 1-197	5	1978	1-197	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-6	HIGHWAYS	6 1979 1-180	6	1979	1-180	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-7	HIGHWAYS	7 1980 1-192	7	1980	1-192	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-8	HIGHWAYS	8 1981 1-169	8	1981	1-169	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-9	HIGHWAYS	9 1982 1-198	9	1982	1-198	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-10	HIGHWAYS	10 1983 1-75 (Box 1),	10	1983	1-75 (Box 1),	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-11	HIGHWAYS	11 1983 76-214 (Bo:11	11	1983	76-214 (Box 2)	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-12	HIGHWAYS	12 1984 1-178	12	1984	1-178	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-13	HIGHWAYS	13 1985 1-132	13	1985	1-132	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-14	HIGHWAYS	14 1986 1-134	14	1986	1-134	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-15	HIGHWAYS	15 1987 1-217	15	1987	1-217	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-16	HIGHWAYS	16 1988 1-55 (Box 1),	16	1988	1-55 (Box 1),	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-17	HIGHWAYS	17 1988 56-155 (Box 17	17	1988	56-155 (Box 2)	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-18	HIGHWAYS	18 1989 1-162	18	1989	1-162	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-19	HIGHWAYS	19 1990 1-120	19	1990	1-120	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-20	HIGHWAYS	20 1991 1-203	20	1991	1-203	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-21	HIGHWAYS	21 1992 1-233	21	1992	1-233	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-22	HIGHWAYS	22 1993 1-120	22	1993	1-120	8.5" x 11"	Good	Folded	Typed	1993-1994 (SAME BOX) 1993/121-187, 1994/1-189
HIGHWAYS-23	HIGHWAYS	23 1995 1-174	23	1995	1-174	8.5" x 11"	Good	Folded	Typed	MAY CREATE SEPARATE BOXES
HIGHWAYS-24	HIGHWAYS	24 1996 1-195	24	1996	1-195	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-25	HIGHWAYS	25 1997 1-165 (Box 1),	25	1997	1-165 (Box 1),	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-26	HIGHWAYS	26 1997 166-236 (Box 2)	26	1997	166-236 (Box 2)	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-27	HIGHWAYS	27 1998 1-183	27	1998	1-183	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-28	HIGHWAYS	28 1999 1-161	28	1999	1-161	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-29	HIGHWAYS	29 2000 1-126	29	2000	1-126	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-30	HIGHWAYS	30 2001 1-163	30	2001	1-163	8.5" x 11"	Good	Folded	Typed	
HIGHWAYS-31	HIGHWAYS	31 2002 1-150	31	2002	1-150	8.5" x 11"	Excellent	Flat	Typed	
HIGHWAYS-32	HIGHWAYS	32 2003 1-169	32	2003	1-169	8.5" x 11"	Excellent	Flat	Typed	
Lighting-1	Lighting	1921-1941 (Box 1)		1 1921-1941		8.5" x 11"	Fair	Folded	Both	
Parks & Cemeteries-1	Parks & Cemeteries	1921-1941 (Box 1 - Only a 1/2 Box)		1 1921-1941		8.5" x 11"	Poor	Folded	Handwritten	
APPOINTMENTS-2	APPOINTMENTS	1977 1-138 1978 1-177 1979 1-130 1980 1-147 1981 1-126	2	1977 - 1981	1-138	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-3	APPOINTMENTS	1982 1-171 1983 1-152 1984 1-142 1985 1-122	3	1982 - 1985	1-171	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-4	APPOINTMENTS	4 1986 1-123	4	1986	1-123	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-5	APPOINTMENTS	5 1987 1-135	5	1987	1-135	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-6	APPOINTMENTS	1988 1-131 1989 1-115 1990 1-75 1991 1-70 1992 1-126 1993 1-127	6	1988 - 1993	1-131	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-7	APPOINTMENTS	1994 1-111 1995 1-97 1996 1-55 1997 1-58 1998 1-103 1999 1-83	7	1994 - 1999	1-111	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-8	APPOINTMENTS	2000 1-94 2001 1-88	8	2000 - 2001	1-94	8.5" x 11"	Good	Folded	Typed	
APPOINTMENTS-8	APPOINTMENTS	2002		8 2002		8.5" x 11"	Excellent	Flat	Typed	
CITY MANGER ITEMS-1	CITY MANGER ITEMS	1 1993 1-362	1	1993	1-362	8.5" x 11"	Good	Folded	Typed	

CITY MANGER ITEMS-2	CITY MANGER ITEMS	2	1994 1-432	2	1994	1-432	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-3	CITY MANGER ITEMS	3	1995 1-100 (Box 1),	3	1995	1-100 (Box 1),	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-4	CITY MANGER ITEMS	4	1995	101-541 (4	1995	101-541 (Box 2)	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-5	CITY MANGER ITEMS	5	1996 1-365 (Box 1),	5	1996	1-365 (Box 1),	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-6	CITY MANGER ITEMS	6	1996	366-597 (6	1996	366-597 (Box 2)	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-7	CITY MANGER ITEMS	7	1997 1-312 (Box 1),	7	1997	1-312 (Box 1),	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-8	CITY MANGER ITEMS	8	1997	350-682 (8	1997	350-682 (Box 2),	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-9	CITY MANGER ITEMS	9	1997	691-879 (9	1997	691-879 (Box 3)	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-10	CITY MANGER ITEMS	10	1998 1-355 (Box 1),	10	1998	1-355 (Box 1),	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-11	CITY MANGER ITEMS	11	1998	356-714 (f 11	1998	356-714 (Box 2)	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-12	CITY MANGER ITEMS	12	1999 1-398	12	1999	1-398	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-13	CITY MANGER ITEMS	13	2000	1-415 (13	2000	1-415	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-14	CITY MANGER ITEMS	14	2001 1-374	14	2001	1-374	8.5" x 11"	Good	Folded	Typed
CITY MANGER ITEMS-15	CITY MANGER ITEMS	15	2002 1-279	15	2002	1-279	8.5" x 11"	Excellent	Flat	Typed
FINANCE-1	FINANCE	1	1972 1-575	1	1972	1-575	8.5" x 11"	Good	Folded	Typed
FINANCE-2	FINANCE	2	1973 1-514	2	1973	1-514	8.5" x 11"	Good	Folded	Typed
FINANCE-3	FINANCE	3	1974 1-420 (Box 1),	3	1974	1-420 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-4	FINANCE	4	1974	421-614	1974	421-611 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-5	FINANCE	5	1975 1-497	5	1975	1-497	8.5" x 11"	Good	Folded	Typed
FINANCE-6	FINANCE	6	1976 1-366	6	1976	1-366	8.5" x 11"	Good	Folded	Typed
FINANCE-7	FINANCE	7	1977 1-370	7	1977	1-370	8.5" x 11"	Good	Folded	Typed
FINANCE-8	FINANCE	8	1978 1-391	8	1978	1-391	8.5" x 11"	Good	Folded	Typed
FINANCE-9	FINANCE	9	1979 1-376 (Box 1)	9	1979	1-376 (Box 1)	8.5" x 11"	Good	Folded	Typed
FINANCE-10	FINANCE	10	1979	377-10	1979	377-551 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-11	FINANCE	11	1980 1-465	11	1980	1-465	8.5" x 11"	Good	Folded	Typed
FINANCE-12	FINANCE	12	1981 1-415	12	1981	1-415	8.5" x 11"	Good	Folded	Typed
FINANCE-13	FINANCE	13	1982 1-357	13	1982	1-357	8.5" x 11"	Good	Folded	Typed
FINANCE-14	FINANCE	14	1983 1-332	14	1983	1-332	8.5" x 11"	Good	Folded	Typed
FINANCE-15	FINANCE	15	1984 1-435	15	1984	1-435	8.5" x 11"	Good	Folded	Typed
FINANCE-16	FINANCE	16	1985 1-175 (Box 1),	16	1985	1-175 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-17	FINANCE	17	1985	176-17	1985	176-437 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-18	FINANCE	18	1986	1-47118	1986	1-471	8.5" x 11"	Good	Folded	Typed
FINANCE-19	FINANCE	19	1987 1-220 (Box 1),	19	1987	1-220 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-20	FINANCE	20	1987	22120	1987	221-695 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-21	FINANCE	21	1988 1-277 (Box 1)	21	1988	1-277 (Box 1)	8.5" x 11"	Good	Folded	Typed
FINANCE-22	FINANCE	22	1988	278-5 22	1988	278-576 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-23	FINANCE	23	1989 1-280 (Box 1),	23	1989	1-280 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-24	FINANCE	24	1989	281-55 24	1989	281-559 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-25	FINANCE	25	1990 1-396 (Box 1),	25	1990	1-396 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-26	FINANCE	26	1990	397-7 26	1990	397-721 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-27	FINANCE	27	1991 1-330 (Box 1),	27	1991	1-330 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-28	FINANCE	28	1991	331-6 28	1991	331-672 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-29	FINANCE	29	1992 1-385 (Box 1),	29	1992	1-385 (Box 1),	8.5" x 11"	Good	Folded	Typed
FINANCE-30	FINANCE	30	1992	386-£30	1992	386-560 (Box 2)	8.5" x 11"	Good	Folded	Typed
FINANCE-31	FINANCE	31	1993 1-234	31	1993	1-234	8.5" x 11"	Good	Folded	Typed
FINANCE-32	FINANCE	32	1994 1-197	32	1994	1-197	8.5" x 11"	Good	Folded	Typed
FINANCE-33	FINANCE	33	1995 1-227	33	1995	1-227	8.5" x 11"	Good	Folded	Typed
FINANCE-34	FINANCE	34	1996 1-177	34	1996	1-177	8.5" x 11"	Good	Folded	Typed
FINANCE-35	FINANCE	35	1997 1-194	35	1997	1-194	8.5" x 11"	Good	Folded	Typed
FINANCE-36	FINANCE	36	1998 1-154	36	1998	1-154	8.5" x 11"	Good	Folded	Typed
FINANCE-37	FINANCE	37	1999 1-213	37	1999	1-213	8.5" x 11"	Good	Folded	Typed
FINANCE-38	FINANCE	38	2000 1-149	38	2000	1-149	8.5" x 11"	Good	Folded	Typed
FINANCE-39	FINANCE	39	2001 1-159	39	2001	1-159	8.5" x 11"	Good	Folded	Typed
FINANCE-40	FINANCE	40	2002 1-155	40	2002	1-155	8.5" x 11"	Excellent	Flat	Typed
Public Property-1	Public Property		1929-1941 (Box 1)	1	1929-1941					
Public Safety-1	Public Safety		1972-1974	1	1972-1974		8.5" x 11"	Fair	Folded	Both
Public Safety-1	Public Safety		1975 (1/2 Box)	1	1975		8.5" x 11"	Fair	Folded	Both
RESOLUTIONS-1	RESOLUTIONS	1	1993 1-415 (Box 1)	1	1993	1-415 (Box 1)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-2	RESOLUTIONS	2	1993	416-2	1993	416-617 (Box 2)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-3	RESOLUTIONS	3	1994 1-450 (Box 1),	3	1994	1-450 (Box 1),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-4	RESOLUTIONS	4	1994	451-4	1994	451-791 (Box 2)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-5	RESOLUTIONS	5	1995 1-600 (Box 1)	5	1995	1-600 (Box 1)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-6	RESOLUTIONS	6	1995	601-6	1995	601-1031 (Box 2)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-7	RESOLUTIONS	7	1996 1-425 (Box 1),	7	1996	1-425 (Box 1),	8.5" x 11"	Good	Folded	Typed

NOT SURE OF DOCUMENTS IN EACH

RESOLUTIONS-8	RESOLUTIONS	8	1996	426-8	1996	426-850 (Box 2),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-9	RESOLUTIONS	9	1996	851-9	1996	851-1317 (Box 3)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-10	RESOLUTIONS	10	1997 1-433 (Box 1),	10	1997	1-433 (Box 1),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-11	RESOLUTIONS	11	1997	4:11	1997	434-860 (Box 2),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-12	RESOLUTIONS	12	1997	86:12	1997	861-1282 (Box 3),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-13	RESOLUTIONS	13	1997	12:13	1997	1283-1608 (Box 4)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-14	RESOLUTIONS	14	1998 1-400 (Box 1),	14	1998	1-400 (Box 1),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-15	RESOLUTIONS	15	1998	40:15	1998	401-800 (Box 2),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-16	RESOLUTIONS	16	1998	80:16	1998	801-1160 (Box 3),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-17	RESOLUTIONS	17	1998	1:17	1998	1161-1368 (Box 4)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-18	RESOLUTIONS	18	1999 1-380 (Box 1),	18	1999	1-380 (Box 1),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-19	RESOLUTIONS	19	1999	:19	1999	381-750 (Box 2),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-20	RESOLUTIONS	20	1999	:20	1999	751-1090 (Box 3),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-21	RESOLUTIONS	21	1999	121	1999	1091-1320 (Box 4)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-22	RESOLUTIONS	22	2000 1-325 (Box 1),	22	2000	1-325 (Box 1),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-23	RESOLUTIONS	23	2000	323	2000	326-725 (Box 2),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-24	RESOLUTIONS	24	2000	724	2000	726-1150 (Box 3),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-25	RESOLUTIONS	25	2000	125	2000	1151-1517 (Box 4)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-26	RESOLUTIONS	26	2001 1-410 (Box 1),	26	2001	1-410 (Box 1),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-27	RESOLUTIONS	27	2001	:27	2001	411-765 (Box 2),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-28	RESOLUTIONS	28	2001	:28	2001	766-1125 (Box 3),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-29	RESOLUTIONS	29	2001	129	2001	1126-1475 (Box 4),	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-30	RESOLUTIONS	30	2001	130	2001	1476-1706 (Box 5)	8.5" x 11"	Good	Folded	Typed
RESOLUTIONS-31	RESOLUTIONS	31	2002 1-425	31	2002	1-425	8.5" x 11"	Excellent	Flat	Typed
Roads & Bridges-1	Roads & Bridges	1931	(Box 1 – Only a 1/2 Box)		1 1931		8.5" x 11"	Fair	Folded	Handwritten Some documents in envelopes
Public Service-1	Public Service	1956-1967	(Box 1)		1 1956-1967					
SUNDRIES-1	SUNDRIES	1	1969 1-277	1	1969	1-277	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-1	SUNDRIES	2	1970 1-291		1 1970	1-291	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-1	SUNDRIES	3	1971 1-280		1 1971	1-280	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-4	SUNDRIES	4	1972 1-288	4	1972	1-288	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-5	SUNDRIES	5	1973 1-504	5	1973	1-504	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-6	SUNDRIES	6	1974 1-457	6	1974	1-457	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-7	SUNDRIES	7	1975	1-325 7	1975	1-325	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-8	SUNDRIES	8	1976 1-604	8	1976	1-604	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-9	SUNDRIES	9	1977 1-641	9	1977	1-641	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-10	SUNDRIES	10	1978	1-547 10	1978	1-547	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-11	SUNDRIES	11	1979 1-61	11	1979	1-61	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-12	SUNDRIES	12	1980 1-572	12	1980	1-572	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-13	SUNDRIES	13	1981 1-707	13	1981	1-707	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-14	SUNDRIES	14	1982	1-770 14	1982	1-770	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-15	SUNDRIES	15	1983 1-404 (Box 1)	15	1983	1-404 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-16	SUNDRIES	16	1983	405-706 (£16	1983	405-706 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-17	SUNDRIES	17	1984 1-465 (Box 1)	17	1984	1-465 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-18	SUNDRIES	18	1984	466-801 (£18	1984	466-801 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-19	SUNDRIES	19	1985	1-453 (Bo:19	1985	1-453 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-20	SUNDRIES	20	1985	454-910 (B20	1985	454-910 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-21	SUNDRIES	21	1986	1-707 21	1986	1-707	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-22	SUNDRIES	22	1987	1-330 (B:22	1987	1-330 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-23	SUNDRIES	23	1987	331-766 (23	1987	331-766 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-24	SUNDRIES	24	1988	1-400 (Bo:24	1988	1-400 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-25	SUNDRIES	25	1988	401-800 (£25	1988	401-800 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-26	SUNDRIES	26	1989 1-440 (Box 1)	26	1989	1-440 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-27	SUNDRIES	27	1989	441-879 (27	1989	441-879 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-28	SUNDRIES	28	1990	1-358 (Bo:28	1990	1-358 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-29	SUNDRIES	29	1990	359-710 29	1990	359-710 (Box2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-30	SUNDRIES	30	1990	711-12:30	1990	711-1274 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-31	SUNDRIES	31	1991 1-340 (Box 1)	31	1991	1-340 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-32	SUNDRIES	32	1991	341-675 32	1991	341-675 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-33	SUNDRIES	33	1991	676-100 33	1991	676-1006 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-34	SUNDRIES	34	1991	1007-12:34	1991	1007-1284 (Box 4)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-35	SUNDRIES	35	1992 1-450 (Box 1)	35	1992	1-450 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-36	SUNDRIES	36	1992	451-7:36	1992	451-791 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-37	SUNDRIES	37	1992	792-1C:37	1992	792-1090 (Box 3)	8.5" x 11"	Fair	Folded	Typed

There is a gap 50-195. Should these records be misfiled in another box, the City Clerk should be contacted for directions.

SUNDRIES-38	SUNDRIES	38	1993 1-310 (Box 1),	38	1993	1-310 (Box 1),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-39	SUNDRIES	39	1993	311-48 39	1993	311-484 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-40	SUNDRIES	40	1994	1-260 (E40)	1994	1-260 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-41	SUNDRIES	41	1994	261-45C41	1994	261-450 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-42	SUNDRIES	42	1994	451-595 42	1994	451-595 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-43	SUNDRIES	43	1995 1-213 (Box 1)	43	1995	1-213 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-44	SUNDRIES	44	1995	214-428 44	1995	214-428 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-45	SUNDRIES	45	1996 1-252 (Box 1)	45	1996	1-252 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-46	SUNDRIES	46	1996	253-5346	1996	253-535 (Box 2),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-47	SUNDRIES	47	1996	536-6547	1996	536-650 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-48	SUNDRIES	48	1997 1-295 (Box 1)	48	1997	1-295 (Box 1)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-49	SUNDRIES	49	1997	296-60 49	1997	296-600 (Box 2)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-50	SUNDRIES	50	1997	601-82 50	1997	601-824 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-51	SUNDRIES	51	1998 1-200 (Box 1),	51	1998	1-200 (Box 1),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-52	SUNDRIES	52	1998	201-480 (52	1998	201-480 (Box 2),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-53	SUNDRIES	53	1998	481-832 (B53	1998	481-832 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-54	SUNDRIES	54	1999 1-210 (Box 1),	54	1999	1-210 (Box 1),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-55	SUNDRIES	55	1999	211-540 55	1999	211-540 (Box 2),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-56	SUNDRIES	56	1999	541-697 (B56	1999	541-697 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-57	SUNDRIES	57	2000 1-165 (Box 1),	57	2000	1-165 (Box 1),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-58	SUNDRIES	58	2000	166-4C58	2000	166-400 (Box 2),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-59	SUNDRIES	59	2000	401-47 59	2000	401-471 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-60	SUNDRIES	60	2001 1-110 (Box 1),	60	2001	1-110 (Box 1),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-61	SUNDRIES	61	2001	111-359 61	2001	111-359 (Box 2),	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-62	SUNDRIES	62	2001	360-436 62	2001	360-436 (Box 3)	8.5" x 11"	Fair	Folded	Typed
SUNDRIES-63	SUNDRIES	63	2002 1-380	63	2002	1-380	8.5" x 11"	Excellent	Flat	Typed
SUNDRIES-64	SUNDRIES	64	2003 1-225 (Box 1)	64	2003	1-225 (Box 1)	8.5" x 11"	Excellent	Flat	Typed
SUNDRIES-65	SUNDRIES	65	2003	226-433 65	2003	226-433 (Box 2)	8.5" x 11"	Excellent	Flat	Typed
Wires and Pole-1	Wires and Pole		1921-1922 (Box 1 – Only a 1/2 Box)		1 1921-1922		8.5" x 11"	Poor	Folded	Both
Street Railways-1	Street Railways		1917-1928 (Box 1)		1 1917-1928		8.5" x 11"	Poor	Folded	Both
Street Railways-2	Street Railways		1928-1937 (Box 2)		2 1928-1937		8.5" x 11"	Poor	Folded	Both
Police-1	Police		1910-1939 (Box 1)		1 1910-1939					
Public Celebrations-	Public Celebrations		1942-1965 (1/2 Box)		1942-1965					
Sewers-1	Sewers		1929-1941 (Box 1 – Only a 1/2 Box)		1 1929-1941		8.5" x 11"	Fair	Folded	Handwritten