



Request for Committee Action From the Office of City Clerk

Date: May 21, 2013

To: Betsy Hodges, Chair, Ways & Means/Budget Committee

Subject: Approval of updates to the City of Minneapolis Policy for Printing, Copying and Copier Purchasing, including the incorporation of Shredding and Recycling Services in the policy

Recommendation:

- a) Adopt the updated and revised Policy for Printing, Copying, Copier Purchasing and Paper Shredding/Recycling Services,
- b) Authorize the sale of shredded materials to external vendors, with retention of revenue in the Document Solution Center Intergovernmental Services Fund;
- c) Approval to charge to departments for shredding and recycling services as with other services provided by the Document Solution Center; and
- d) Direct the Office of the City Clerk to implement a Communication Plan to make all departments aware of the updates to the policy.

Previous Directives: The City Council approved the purchase of the shredding equipment on 4/13/2012 for the Document Solution Center as part of the reappropriation of the 2011 remaining budget to 2012. The purpose was to establish an in house service at market competitive rates to meet operating needs of City departments.

Prepared by:	Anissa Hollingshead, Council Committee Coordinator	Phone: (612) 673-2296
Approved by:	Casey Joe Carl, City Clerk	(612) 673-3765

Reviews

Permanent Review Committee (PRC): Approval: n/a

Civil Rights Approval Approval: n/a

Policy Review Group (PRG): Approval Yes Date April 15, 2013

Financial Impact

Other financial impact

Background Information:

The shredding equipment authorized for acquisition has been purchased and installed. The Document Solution Center (DSC) will receive and shred paper recyclables from MBC, City departments, and the City's collective bargaining units; provide document destruction; and provide departments with on-demand shred service.

The City has an existing policy for Printing, Copying and Copier Purchasing. Attached as Appendix A is a revised version of that policy that incorporates the shredding services now available from the DSC.

As part of the plan originally presented to the City Council in April, 2012, to help recover the costs associated with the acquisition of the shredding equipment, the DSC is seeking to sell shredded materials to a third party recycling vendor and retain the proceeds within the DSC's Intergovernmental Services Fund. This revenue stream is projected to be approximately \$6,000 annually, subject to market paper price fluctuations.

City departments will be charged a published rate for destruction of records (with approval by the Records Manager) and printing papers for recycling. These charges for services provided will be billed to departments, pursuant to the City's financial management policies calling for all enterprise activities of the City to be self-supporting. Prices will be developed annually at the same time and on the same basis as charges for other services provided by the DSC.

BENEFITS TO THE CITY OF ADDING SHREDDING SERVICES TO THE DOCUMENT SOLUTION CENTER:

1. **Eco-Focused:** An in-house shredding operation is convenient for departments, saves monies otherwise committed to an outside vendor, and encourages greater shredding and recycling of materials throughout the course of the year. Additionally, as a part of an internal operation, more office materials—such as three-ring binders, binder clips, and other office supplies—will be recovered from boxed materials and made available for re-use (offering further savings). This type of material recovery does not occur with a commercial vendor.
2. **Greater Security:** The shredding process will be handled by City employees under the supervision of the Records Manager who is responsible, under state and city laws and regulations, for ensuring proper management of the City's records and data. Thus, records would not leave the City's custody and be opened to potential risk with an outside vendor. All documents will be handled with a logged chain of custody provided, and the ability to cross shred materials and provide locked boxes for collection and pick up as needed.
3. **Flexibility and Efficiency:** Currently, the annual destruction of records is conducted during a single week each summer and involves two full-time staff and a number of temporary workers. An in-house shredding operation would enable document destruction to occur throughout the year, using existing personnel in the DSC. Additionally, all City departments would have access to shredding service on an as-needed basis.
4. **Efficient use of existing resources:** The DSC has both the staff and the floor space to allow for the addition of the shredding function. Records maintained in the Records Center and in City departments would be transported to the DSC with assistance from DSC staff using its existing courier service for a nominal fee for small deliveries.
5. **Contributes to Enterprise Information Management (EIM):** The City's EIM policy provides for an enterprise approach to creating, accessing, using, storing, and destroying the City's information assets (records and data). Through the City's Records Center, much of the inactive paper records are already being centrally managed. Adding an in-house shredding operation will extend the capacity of the Clerk Office's to fulfill its central record-keeping responsibilities as assigned by state law and City Charter.
6. **Cost-effectiveness:** Currently, City departments needing to contract out shred services are charged \$1.25 per box for secure destruction of records, with a higher rate for small and irregular pick-ups. The DSC will be able to offer a significantly lower rate, to be set initially at \$.75 per box, and can accommodate varying and irregular levels of shred services on an as needed, on demand basis for departments, as well as offering a long-term sustainable solution for regular records destruction.