AGENDA ITEM MEMO

BOARD MEETING DATE: April 6, 2023

TO: Board Members

THROUGH: Jeff Walker, Executive Administrator
Ashley Harden, General Counsel
Rebecca Trevino, Chief Financial Officer
Edna Jackson, Deputy Executive Administrator, Operations and
Administration

FROM: Patricia Avitia, Deputy CIO, Information Technology
Natalie McCrory, Project Manager, Information Technology

SUBJECT: Agency Digitization Initiative Imaging Services

ACTION REQUESTED
Consider authorizing the Executive Administrator to negotiate and execute a contract not
to exceed $1,000,000 for digitization of active and historical official agency records
currently being stored at an off-site facility.

BACKGROUND
Currently the Texas Water Development Board (TWDB) maintains and manages most of its
historical active and non-active financial and business records as physical files. An
estimated 6,000 cubic feet of storage space for those records is being leased at an off-site
facility, with the lease expected to end September 30, 2024. Records were temporarily
relocated to this space in 2019 to create office space availability within the Stephen F.
Austin building to accommodate TWDB growth and with the goal to digitize records.

The proposed digitization contract would include three components: high-quality
document scanning of active and historical official agency records, conversion into
searchable digital format, and secure destruction of physical files that have met their
retention periods.

KEY ISSUES
None.

RECOMMENDATION
To make more efficient use of space and personnel resources, accommodate TWDB growth, and make TWDB records available in digital format, the Executive Administrator requests approval to negotiate and execute a contract not to exceed $1,000,000 for digitization of active and historical official agency records currently being stored at an off-site facility.