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July 20, 2023

**Request for Proposal: Records-Scan, Purge and Storage**

**Due Date:** July 28, 2023 at 2:00 PM

**Project Overview:** Emanuel County Schools is looking for a company to scan, purge and store student and human resources records. More specifically, the files will be boxed and removed from the Emanuel County Schools file storage facility. All files that can be terminated will be purged. Files that must be retained will be scanned and indexed for electronic access. Once files have been purged and scanned, all remaining files will be stored offsite in an climate controlled storage facility.

**Scope of Work:**

| Student Record Files  | Inactive HR Record Files   |
|---|--|
| <ul style="list-style-type: none"><li>• Scanning of Student Record files</li><li>• Index files (last name/first name/DOB)</li><li>• Hosting scanned images with unique username/passwords for electronic access.</li><li>• Purge files that have expired based on records retention policy</li><li>• Estimated Volumes: 575 boxes</li></ul> | <ul style="list-style-type: none"><li>• Scanning of Inactive HR Record files</li><li>• Index (last name/first name/ DOB)</li><li>• Hosting scanned images with unique username/passwords for electronic access</li><li>• Estimated Volumes: 80 boxes</li></ul> |

**Evaluation Criteria:** Considerations will be made to the amount quoted, company experience, safety and security of documents, availability of off-site storage and references provided.

**Submission Requirement:** All bidders must be insured and provide the necessary E-verify information.

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