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CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

(203) 797-4652
FAX: (203) 796-1526

MEMORANDUM

TO: Mayor Mark D. Boughton via the Common Council

FROM: David W. St. Hilaire, Director of Finance *DST*

DATE: March 16, 2009

CERTIFICATION

SUBJECT: Certification of Funds – Historic Document Reserve Account

As per the attached request from Town Clerk Lori Kaback, I hereby certify the availability of \$20,000 to be transferred from the Historic Document Reserve Account 2.2129 to the Town Clerk's Outside Services line item, Account 1160.5334, for the Backfile Conversion of the land record books.

Should you have any questions, please call me at 797-4652.



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LORI A. KABACK
TOWN CLERK

(203) 797-4531 PHONE
(203) 796-8087 FAX

Memorandum

To: Hon. Mark D. Boughton via the Common Council
From : Lori A. Kaback, Town Clerk *LK*
Date: March 12, 2009
Re: Historic Document Reserve Account

I would like to request \$20,000.00 be appropriated from Historic Document Reserve Account 2.2129 to Outside Services 1160.5334 to begin the process of Backfile Conversion of the land record books. This is the process of putting the images of each document into the land record system. Currently we have approximately 8 years of images on the system. My goal is the put 40 years of images into the land record system. This will match with the indexing, which goes back to 1968. The advantage of this is less wear and tear on the books and the images would be available on our internal systems and eventually the web.

Please note that the Historic Document Reserve Account is for the Town Clerk's Office and must be used for the "preservation and management of historic documents".

I would appreciate you considering this on the April 2009 agenda.

cc: David W. St. Hilaire, Director of Finance