MEMORANDUM

The City of
OKLAHOMA CITY

TO: Chairman and Trustees of the Oklahoma City Municipal Facilities Authority

FROM: Craig Freeman, City Manager/General Manager, OCMFA

Request for Proposals to be advertised for a new Enterprise Records Management System and related services (RFP-OCMFA-037).

Background:
Municipal records are the result of daily business conducted by City officials and employees. According to the Records Retention Manual, some records are held permanently while others are destroyed when they have met their retention. The records in the Archive are permanent or have been deemed historically valuable and are retained permanently.

Currently, the City utilizes a decentralized records management approach where the responsibility for managing records is distributed across different departments or divisions within the organization, rather than being centralized under a single authority. Each department or division is responsible for managing its own records according to established policies, procedures, and best practices dictated by the Department and the Records Retention Manual.

Proposal Receipt Date:
September 11, 2024 - 4:00:00 p.m.

Source of Funds:
3009 - 2502011 – 52010058
IT PROJECTS > OCMFA > IT-SYSTEMS & APPLICATION SUPPORT > IT LICENSES/SUBSCRIPS/AGRMNTS

Review:
Information Technology Department

Recommendation: Request for Proposals be approved and the City Clerk be authorized to advertise for proposals.