

ORDINANCE NO. 6-13

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER AUTHORIZING THE IMAGING, INDEXING AND SCANNING OF ALL TOWNSHIP COMMITTEE AND OTHER BOARD AND COMMISSION MEETING MINUTE BOOKS INTO DIGITAL FORMAT AND FURTHER AUTHORIZING THE APPROPRIATION OF \$12,000.00 FROM THE TOWNSHIP'S 2013 CAPITAL IMPROVEMENT FUND AND ALL PRIOR YEARS FOR THE FINANCING OF THE PROJECT

WHEREAS, the continuity of government and the continuity of government operations are essential whenever a natural or manmade disaster occurs; and

WHEREAS, many of the Township's permanent records and documents are in paper format and would be in danger of loss due to fire, flood or some other unexpected catastrophic occurrence; and

WHEREAS, in order to ensure the safety of the Township's permanent records such as the minutes of Township Committee meetings and the minutes of other Boards and Commissions, it is the recommendation of the Business Administrator/ Township Clerk that rare and important documents be converted from paper into digital formatting by document imaging, indexing and scanning. This would be a cost effective and intelligent best practices approach to protecting Township documents which in some cases date back to 1878.

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Hanover in the County of Morris and State of New Jersey as follows:

Section 1. In accordance with the regulations promulgated by the New Jersey Department of State, Division of Archives and Records Management, it is the intention of the Township of Hanover to retain the services of **General Code** in the performance of imaging, indexing and scanning services by converting all of the

Township Committee's regular meeting minute books, ordinance books and the minute books of the Planning Board, Board of Adjustment, Board of Recreation Commissioners, Environmental Commission, Landmark Commission, Cultural Commission and Substance Awareness Council into a digital format via Laserfiche technology.

Section 2. For the performance of the document imaging, indexing and scanning services described in Section 1., the Township Committee further authorizes the appropriation of \$12,000.00 from the 2013 Capital Improvement Fund and all prior years.

Section 3. This ordinance shall take effect immediately upon final passage and publication as required by law.

TOWNSHIP COMMITTEE
TOWNSHIP OF HANOVER
COUNTY OF MORRIS
STATE OF NEW JERSEY

DATE OF INTRODUCTION: January 24, 2013
DATE OF ADOPTION: February 14, 2013

NOTICE OF INTRODUCTION

NOTICE IS HEREBY GIVEN, That the foregoing Ordinance was submitted in writing at a meeting of the Township Committee of the Township of Hanover, in the County of Morris and State of New Jersey, held on the 24th day of January, 2013, introduced and read by title and passed on first reading and the Governing Body will further consider the same for second reading and final passage thereof at a meeting to be held on the 14th day of February, 2013, at 8:30 o'clock in the evening prevailing time, at the Municipal Building, 1000 Route 10, Whippany, in said Township of Hanover, at which time and place a public hearing will be held thereon by the Governing Body and all persons and citizens in interest shall have an opportunity to be heard concerning same.

JOSEPH A. GIORGIO, TOWNSHIP CLERK
TOWNSHIP OF HANOVER
COUNTY OF MORRIS
STATE OF NEW JERSEY

DATED: January 31, 2013