**Records to be preserved:**

Operation & Maintenance Manual for Wastewater Plants L4775 2011-2012

Ethics Commission on Advisory Opinions L3142 1996 – 2022

Annual Audit L4998 1993 – 2022

Official Minutes L4938 1961 – 2022

Real Estate File L4960 1983 – 2022

Plans, Drawings and Blueprints L4971 1997 – 2022

Maps & Plats L4970 1910 – 2022

Comprehensive Plan & Adjustments L4974 1995 – 2022

Department for Libraries and Archives Record File L4967 2020 – 2022

Master Property Tax Listing L0966 1990 – 2022

Occupational/Business License Register L0978 1991 – 2001, 2014 - 2022

**SECTION 1 – EQUIPMENT**

RECORD STORAGE RACKS:

 3 Units, metal (no wood or plastic), 4 shelves high with 3 openings, standard depth of 30”, width of 72”, unit color black

FILE CABINET:

 3 units, 4 drawers, lateral, fireproof, letter size, width of 36”, unit color black

**SECTION 2 - SUPPLIES**

STORAGE BOXES:

 Letter size, archival quality, 50 boxes in total

BINDERS:

 10 units, 3 ring binder, 4” ring, archival quality

PAGE PROTECTORS:

 250 pages, 3 ring, 9”X11”, archival quality

**SECTION 3 – PRESERVATION EQUIPMENT**

DEHUMIDIFIER

 1 unit, must cover a 120’ square foot room, electric

\*NOTE: Bids must include shipping/handling/freight/delivery costs.

\*\*All bids must have a site visit documented on the proposal.