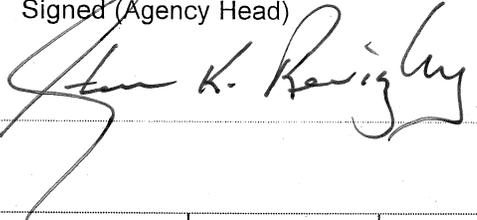


Agency Technical Adjustments Submission

Department of Agriculture

Signed (Agency Head) 	Title Commissioner	Date 9/3/15
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Fund	Agency Priority	Adjustment Title	FY 2017 Amount
11000 - General Fund			
	0	Scanning costs for moving operations to 450 Columbus Blvd	45,000
	Total		45,000
Total			45,000

Department of Agriculture

11000 - General Fund

Adjustment Type:

Technical

Agency Title:

Scanning costs for moving operations to 450 Columbus Blvd

Agency Description:

Each Bureau at the Department of Agriculture intends to work with a contracted service for records retention and storage capacity expansion as we prepare to move from our current office location to 450 Columbus Blvd. There is a need to streamline data that is stored in hard copy, and the agency intends to examine opportunities to store files electronically. There will also be a need to expand the available storage space on the agency's server.

The files will be scanned creating multipage page bitonal TIFF format images at 200 dpi resolution that can be used with our retrieval software. Images can also be provided in formats for use with virtually any retrieval system the department may choose to use.

The images are displayed and viewed to ensure their clarity and reproducibility during the capture process. After scanning, the images are processed to remove skew and possible black borders. Automatic image manipulation processes that may jeopardize the quality or validity of the images are not used.

Agency Priority:

0

System ID:

4303

SID		Agency 2017
Financials		
10020 - Other Expenses		45,000
Total Financials		45,000